

## Interview Note Sheet

Applicant Information	
Name: <u>Jordan Lee</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/27/18</u>	Rate of Pay:
Position (s) Applied for: <u>Bartender</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	20/35	85 %
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p style="text-align: right; margin-right: 50px;"><b>Total of _____ in Food Service/Hospitality</b></p> <p>Jordan Lee has served Bartending experience at local areas in Kansas.</p> <ul style="list-style-type: none"> <li>- worked at the yacht club</li> <li>- County Beverage Co.</li> </ul>
<p>P.O.S. Experience: Y / N details: _____</p>

Transportation
<input checked="" type="checkbox"/> Car <input type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )

Regions Available to work
<input checked="" type="checkbox"/> Kansas City, KS <input checked="" type="checkbox"/> Overland Park, KS <input checked="" type="checkbox"/> Kansas City, MO <input type="checkbox"/> Independence, MO

Certifications (if any)
<input checked="" type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit

Availability
<input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
Details: _____

Uniforms Owned:
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/>
Convention Candidate? <input type="checkbox"/>
Other Languages Spoken: _____

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Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Jordan Lee  
Email: lee-145@yahoo.com  
Phone number: (816) 491-1297

## Working Experience:

Company Name: County Beverage Co.  
Dates of Employment: ~~00/00/00~~ 1/16 - 9/17

### Job Responsibility:

- ~~Count down~~ design store display
- Setup store display
- Restock stores
- & take down stores

Company Name: Cruising Yacht Club  
Dates of Employment: 10/16 - 1/17

### Job Responsibility:

- Tend bar
- Whip tables when slow
- Cash Tip
- Close bar

Company Name: Easy living  
Dates of Employment: 4/15 - 12/15

### Job Responsibility:

- daily care
- Medication Handout
- over night stay
- meal prep

## Skills

- ~~proficient computer skills~~ proficient computer skills
- Can operate cash register
- CPR Certified
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## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Jordan Zachery Lee Date: 8/15/17  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (816) 491-6497  
Present Address 1410 Cross Creek Dr.  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address jlee1445@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Bartender Salary desired: \_\_\_\_\_  
Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

Are you applying for: Full-time work? Yes X No \_\_\_\_\_ Part-time work? Yes X No \_\_\_\_\_  
Temporary work, e.g., summer or holiday work? Yes X No \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☒ Name of Referral Steven Bonzalez Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐  
Other Web Posting ☐ Other Source ☐  
Could you work overtime, if necessary? Yes X No \_\_\_\_\_ If hired, on what date could you start working? 8/25/17

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	open	open	—	open	—	open	open
PM	open	open	—	open	—	open	open

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes \_\_\_\_\_ No X If yes, when? \_\_\_\_\_  
Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_  
If hired, would you have a reliable means of transportation to and from work? Yes X No \_\_\_\_\_  
If hired, can you present evidence of your legal right to live and work in this country? Yes X No \_\_\_\_\_  
State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.  
Are you able to perform the essential functions of the job for which you are applying? Yes X No \_\_\_\_\_

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Your Position and Duties Care Taker / Med Server

Dates of Employment: From 4/11/16 To 12/1/16

Weekly Pay: Starting \$ 12. Ending \$ 12.

Reason for Leaving: Moved

Name and Address of Employer N/A

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?  
If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_ No X

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Donnie Edwards

Telephone No. (816) 564-4393

Address N/A

Occupation: former boss

Relationship: \_\_\_\_\_

Number of Years Acquainted: 3 years

Name: Torri

Telephone No. (417) 626 2660

Address N/A

Occupation: former boss

Relationship: \_\_\_\_\_

Number of Years Acquainted: 1 year

Name: Mac Daiz

Telephone No. (816) 570 5280

Address N/A

Occupation: Co-worker

Relationship: \_\_\_\_\_

Number of Years Acquainted: 10 years

## Bartenders Test

Score 20 / 35

### Multiple Choice (6 points)

- B 1) Carbonation \_\_\_\_\_ the rate of intoxication.  
a) Slows down  
☒ b) Speeds up  
c) Does nothing to
- B 2) What are the six most commonly used spirits?  
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
☒ b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- B 3) You can accept an expired ID as long as all other information is correct.  
a) True  
☒ b) False
- B 4) If someone has had too much to drink, serving them coffee will help sober them up.  
a) True  
☒ b) False
- D 5) What are the acceptable forms of ID for Alcohol Consumption?  
a) State or Government Issued ID Card or Drivers License  
b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
c) School ID or Birth Certificate  
☒ d) A & B  
e) A, B & C
- B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
a) True  
☒ b) False

### Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

D "Float"

H "Back"

- a.) Used to crush fruits and herbs for craft cocktail making  
b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured  
c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice  
d.) To pour ½ oz of a liquor on top  
e.) Used to measure the alcohol and mixer for a drink  
f.) Used to mix cocktails along with a pint glass and ice  
g.) Used on the bar top to gather spills  
h.) Requesting a separate glass of another drink  
i.) Means to serve spirit room temperature in a rocks glass with no ice



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**Case Verification Number: 2017233181751KT**

Report Prepared: 08/21/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Lee

First Name: Jordan

Date of Birth: 04/28/1995

Social Security Number: \*\*\* \*\* 5983

Hire Date: 08/18/2017

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 04/28/2023

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/21/2017

Case Submitted By: SGON7389

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