

# Interview Note Sheet

## Applicant Information

Name: <u>Lorene Taylor</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>8/14/17</u>	Rate of Pay:
Position(s) Applied for: <u>Bartending</u>	Referred by:

## Job Categories

Job Category	Hours	%	Job Category	Hours	%
Server	/35	%	Bartender	27	/35
Prep Cook	/20	%	Barista		/15
Grill Cook	/40	%	Cashier		/15
Dishwasher	/10	%	Housekeeping		/16

Job Seeking Status
Full-Time
Part-Time

## Relevant Experience/Summary of Strengths

Working as a Bartender at Bartle Total of \_\_\_\_\_ in Food Service/Hospitality Staples Promotional Products/Generated in sales for assignment and accounts.

-Worked at Homecare/Cleaning/Bathing/  
-Home care worker

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to Work

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

## Certifications (if any)

TiPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

Weekends only

## Uniforms Owned

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

**Lorene Taylor**  
8705 Countryshire Lane Apt. #2  
Kansas City, Missouri 64138  
C. (913)530-5695  
[Lorene.taylor@hotmail.com](mailto:Lorene.taylor@hotmail.com)

### **Summary of Qualifications**

Successful sales experience; exceeded sales quota. Works extremely well under pressure. Ability to train and excellent leadership abilities. Welcomes new learning opportunities to support the company's mission.

### Areas of Expertise

- Customer Service
- Data Entry
- Records Management
- Reporting
- Innovative Problem Resolution
- Organizational Skills
- Executive Level Communication
- Program Management

## Work History

### **Awards/Accomplishments**

Staples Account Development Team

- Top in Sales - Four consecutive years
- Employee of the Month
- Numerous trophies for meeting yearly sales goals

## Education

Clerical Certificate, Kansas City Community Junior College  
Sumner High School

Kansas City, Kansas  
Kansas City, Kansas



## 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 Lorene Taylor Date: 8/14/17  
Home Telephone (913) 530-5695 Other Telephone ( )  
Present Address 8403 Woodson Ct  
Permanent Address, if different from present address:  
Email Address Lorene.taylor 57 @ gmail.com

### EMPLOYMENT DESIRED

Position applying for: Bartender Salary desired: 11.00  
Are you currently registered with any staffing and/or employment agencies? If so, please list

Are you applying for: Full-time work? Yes  No  Part-time work? Yes  No   
Temporary work, e.g., summer or holiday work? Yes  No  From: \_\_\_\_\_ To: \_\_\_\_\_  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral  Name of Referral Larry Taylor Newspaper  Job Fair  Agency  Company Website   
Other Web Posting  Other Source

Could you work overtime, if necessary? Yes  No  If hired, on what date could you start working? immediately  
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							
PM.							

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  If yes, when? Last Summer  
Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship  
Larry Taylor

If hired, would you have a reliable means of transportation to and from work? Yes  No   
If hired, can you present evidence of your legal right to live and work in this country? Yes  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  No

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Your Position and Duties

~~in charge of accounts,~~ Senior Acct Consultant Customer Svc  
Presented ideas to customers for events manager

Dates of Employment: From 1985 To 2013

Weekly Pay: Starting Commission - 50,000 - 60,000  
Ending yr.

Reason for Leaving: Laid-off Department Closed

Name and Address of Employer

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: NO

## MILITARY SERVICE

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

Yes  No

## JOB RELATED REFERENCES

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

Name: Laura Gray Relationship: Sister Number of Years Acquainted: 50 plus  
Address: 3330 Webster KCK Telephone No. (913) 342-4793  
66104

Occupation: Health Inspector Relationship: Sister Number of Years Acquainted: 50 plus  
Name: Shirley Adams Telephone No. (913) 488-6630  
Address: 8420 Tauromee KCK

Occupation: Secretary/ Admin. Relationship: Sister Number of Years Acquainted: 50 plus  
Name: Carole Thomas Telephone No. (913) 507-7074  
Address: 1863 Glendale KCK

Occupation: Loan Consultant Relationship: Friend Number of Years Acquainted: 50 plus

**Bartenders Test**

Score 27 / 35

**Multiple Choice (6 points)**

A 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

A 4) If someone has had too much to drink, serving them coffee will help sober them up.  
 a) True  
 b) False

A 5) What are the acceptable forms of ID for Alcohol Consumption?  
 a) State or Government Issued ID Card or Drivers License *Juliean*  
 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

A 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

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**Vocabulary (9 points)**

Match the word to its definition

C "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

I "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

B Strainer

e.) Used to measure the alcohol and mixer for a drink

E Jigger

f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

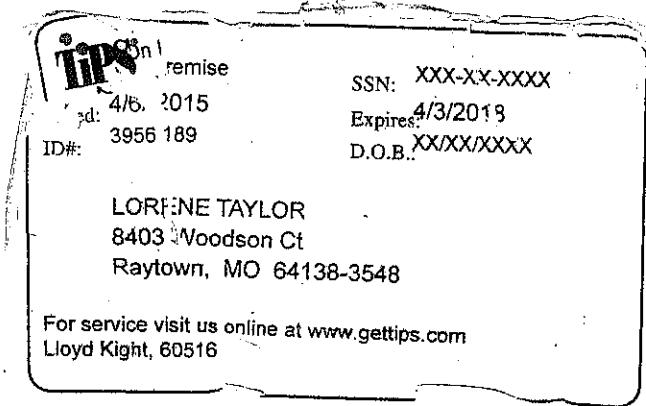
g.) Used on the bar top to gather spills

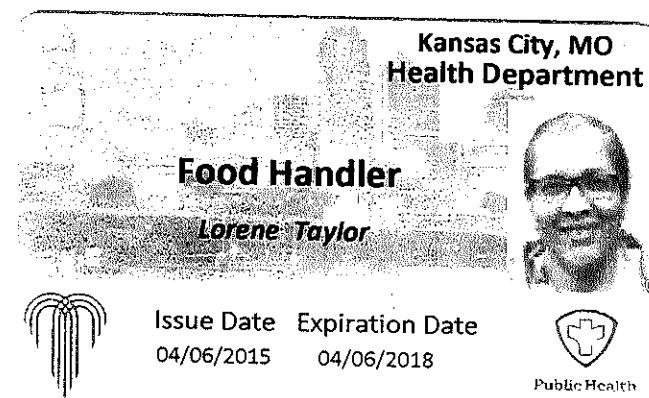
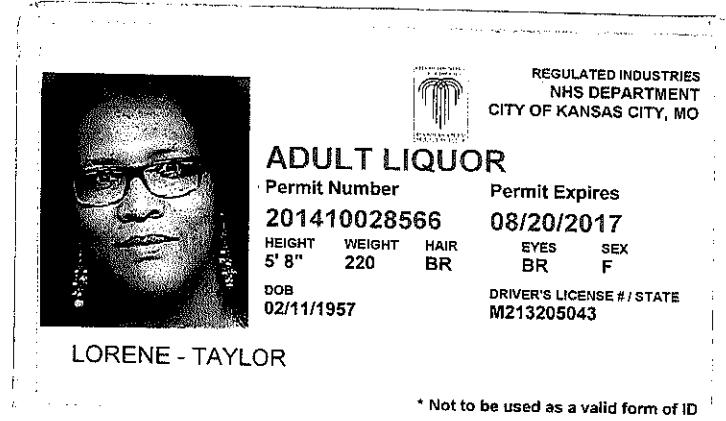
D "Float"

h.) Requesting a separate glass of another drink

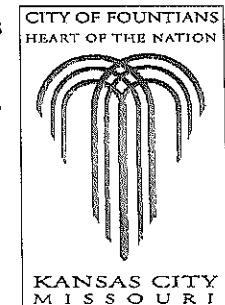
H "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice





REGULATED INDUSTRIES  
NEIGHBORHOOD AND HOUSING SERVICES DEPARTMENT  
CITY OF KANSAS CITY MO



Print Date: August 14, 2017

635 Woodland Avenue, Suite 2101  
Kansas City, MO 64106  
Telephone: (816) 513-4561

Applicant Name:

**LORENE TAYLOR**

Permit #:

**201710091870, ADULT LIQUOR**

**Permit Invoice**

Invoice #	Invoice Date:	Expires:	Issued by:
INV-8-17-175463	08/14/2017	08/14/2020	sburrell
Fee Description	Amount		
Background Check	\$23.00		
Adult Liquor Permit	\$16.00		
			<b>Total Fees: \$39.00</b>

Date:	Payment Method	Check #	Amount Tendered
08/14/2017	Cash		\$40.00
			Change: (\$1.00)
			<b>Balance Due: \$0.00</b>

**August 14, 2017**

This Document, when accompanied by the Regulated Industries raised seal, serves as a temporary permit valid for 30 days following the date printed above.

I understand that the Employee Liquor Permit will be mailed within 30 days from the date above.

Regulated Industries raised seal  
\*Document valid when stamped

Applicant's Signature: \_\_\_\_\_

*Lorene Taylor* Date: 8/14/17



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017231113813RN**

Report Prepared: 08/19/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Taylor

First Name: Lorene

Date of Birth: 02/11/1957

Social Security Number: \*\*\*-\*\* 2011

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 territory 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: 02/11/2021

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/19/2017

Case Submitted By: SSHA2488

Closed On: 08/19/2017

Closed By: SSHA2488

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED