

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:

Test Scores					
Server	/35	%	Bartender	<u>27</u> /35	<u>77</u> %
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

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
<u>Car</u> Public Transit Carpool (Rider / Driver)

Regions Available to work
<u>Kansas City, KS</u> Overland Park, KS <u>Kansas City, MO</u> Independence, MO

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will Submit

Availability
<u>Open</u> 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:
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Lorene Taylor
8705 Countryshire Lane Apt. #2
Kansas City, Missouri 64138
C. (913)530-5695
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

Staples Promotional Products
Senior Account Consultant

Overland Park, Kansas
1985–2013

- Generated sales for an assigned base of accounts and met yearly sales goals
- Presented ideas to clients for events, various promotions, and award programs
- Oversaw projects such as apparels and promotional products from beginning to end
- Experienced with programs including IBM, General Motors, Snap on Tools and Donate Life
- Informed customers about reports, invoices, artwork, and quotes for orders
- Ensured orders were delivered on correct date and time by conducting follow ups with warehouse and vendors

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

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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 ___

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Your Hospitality Staffing Professionals

Your Position and Duties

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

Dates of Employment: From 1985 To 2013

Weekly Pay: Starting

Commission - 50,000 - 60,000 yr.
Ending

Reason for Leaving: Layed-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 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: Laura Gray

Address 3330 Webster KCK 66104

Telephone No. (913) 342-4193

Occupation: Health Inspector Relationship: Sister

Number of Years Acquainted: 50 plus

Name: Shirley Adams

Address 8420 Tauromee KCK

Telephone No. (913) 488-6630

Occupation: Secretary/Admin. Relationship: Sister

Number of Years Acquainted: 50 plus

Name: Carole Thomas

Address 1863 Glenndale KCK

Telephone No. (913) 507-7074

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 *Student*
 - 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

27

Vocabulary (9 points)

Match the word to its definition

C ~~Shaker~~ "Straight Up"

F ~~Shaker~~ 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 1/2 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

tips On I remise

Id: 4/6, 2015

ID#: 3956 189


SSN: XXX-XX-XXXX


Expires: 4/3/2019

D.O.B.: XX/XX/XXXX

LORENE TAYLOR
8403 Woodson Ct
Raytown, MO 64138-3548

For service visit us online at www.gettips.com
Lloyd Kight, 60516





REGULATED INDUSTRIES
NHS DEPARTMENT
CITY OF KANSAS CITY, MO

ADULT LIQUOR

Permit Number
201410028566

Permit Expires
08/20/2017

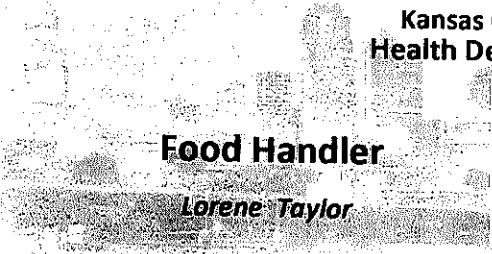
HEIGHT	WEIGHT	HAIR	EYES	SEX
5' 8"	220	BR	BR	F

DOB
02/11/1957

DRIVER'S LICENSE #/STATE
M213205043

LORENE - TAYLOR


* Not to be used as a valid form of ID




Kansas City, MO
Health Department


Food Handler

Lorene Taylor



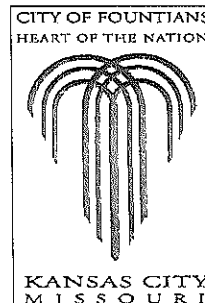


Issue Date Expiration Date
04/06/2015 04/06/2018



Public Health

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

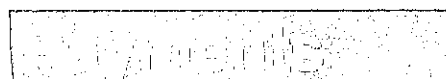
Permit #:

201710091870, ADULT LIQUOR

Permit Invoice

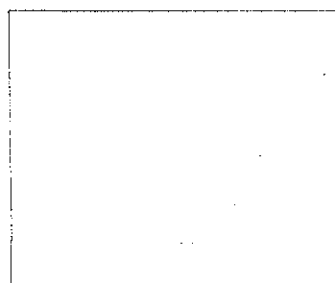
Invoice #	Invoice Date:	Expires:	Issued by:
INV-8-17-175463	08/14/2017	08/14/2020	sburrell

Fee Description	Amount
Background Check	\$23.00
Adult Liquor Permit	\$16.00
Total Fees:	\$39.00



Date:	Payment Method	Check #	Amount Tendered
08/14/2017	Cash		\$40.00
			Change: (\$1.00)

Balance Due: \$0.00



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 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: 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