

Interview Note Sheet

Applicant Information

Name: Cienna Holley	Interviewer: Steven Gonzalez
Date: 8-18-17	Rate of Pay:
Position (s) Applied for: Bartending	Referred by: Beth

Test Scores

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Worked experience - **Total of _____ in Food Service/Hospitality**

Taco Bell

JCPenney

Argus Health Systems

Seeking bartending experience.

Part-time bartending

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/Honors

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: _____

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:

Cierra Holley
5828 NE Holiday
Lee's Summit, MO. 64064
(816) 812-0801
cierraholley@gmail.com

Objective Statement

To obtain full-time employment with an organization utilizing my skills I've obtained through my work experience and education

Summary of Skills

• Microsoft Office	Typing (36 w.p.m.)	HTML5 Skilled	XHTML Skilled
• CSS Layout Skilled	Adobe Photoshop	Customer Service	Call Center
• Retail Sales	Cash Handling	Food Service	

Work Experience

International Academy of Science & Technology, Blue Springs, MO. **10/2016 – 12/2016**
Program Developer (Paid Internship)

- Developed Power Point presentations
- Developed computer math coursework for students
- Assisted in filming instructors lesson plans

Argus Health Systems, Kansas City, MO. **09/2014 – 07/2016**
Customer Service Representative

- Answered inbound customer calls
- Processed client pharmacy claims

JCPenny's, Lee's Summit, MO. **11/2013 – 08/2014**
Retail Associate

- Assisted customers in finding store products
- Processed cash transactions from customers
- Stock merchandise on shelves and displays

Taco Bell, Lee's Summit, MO. **05/2012 – 11/2013**
Crew Member

- Processed customer food orders
- Processed cash transactions from customers
- Maintained and cleaned machines and work area

Education and Certification

Lee's Summit West High School, Lee's Summit, MO.
Diploma, 2013

MCCKC-Longview, Lee's Summit, MO.
2013 – 2014

University of Central Missouri, Lee's Summit, MO.
Digital Media and Design Specialist Certification, 10/2016

International School of Professional Bartending, Kansas City, MO
Bartending Certificate, July 2017



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 Cierra Simone Holley Date: 8-18-17
Home Telephone (816) 812-0861 Other Telephone ()
Present Address 5828 NE Holiday Dr.
Permanent Address, if different from present address:
Email Address Cierraholley@gmail.com

EMPLOYMENT DESIRED

Position applying for: Bartending Salary desired: _____
Are you currently registered with any staffing and/or employment agencies? If so, please list No
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 Beth 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? _____

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	9:00 AM	6:30					
PM.	11:00	6:30	6:30	6:30	6:30	6:30	9:00 AM

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
No

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes No If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes No If yes, please state name and relationship _____
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

Processing in-bound pharmacy and/or member telephone inquiries about pharmacy processing claims, health benefit information

Dates of Employment: From 9/14 To 7/16

Weekly Pay: Starting 12.50 Ending 13.25

Reason for Leaving: Fired for over servicing the member calls and pharmacy calls

Name and Address of Employer JC Penney's, Lee's Summit, MO Summit Fair Location

Type of Business Retail

Telephone No. (816) 600-3253 Supervisor's Name Adam

Your Position and Duties Assisted customers in fine stores products, processed cash transactions for customers, Stock merchandise

Dates of Employment: From 11/13 To 8/14

Weekly Pay: Starting 7.95 Ending 7.95

Reason for Leaving: Got another job

Have you ever been fired from any previous place of employment? If so, please explain: Yes, fired from Argus Health Systems by a new manager for over servicing calls

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: Scott Gordon

Telephone No. (816) 461-0781

Address 15301 E 23rd St. South, Independence, MO 64055

Occupation: Youth Project Leader Relationship: Mentor

Number of Years Acquainted: 1

Name: Beth

Telephone No. (816) 753-3900

Address 2001 West Baltimore Ave, Kansas City, MO 64108

Occupation: Bartending

Relationship: Instructor Number of Years Acquainted: 1

Name: Lacheck Fletcher

Telephone No. (816) 679-8936

Address 10101 Romeo Blvd, Lenexa, KS 66219

Occupation: Client Services

Relationship: Mentor Number of Years Acquainted: 3

Bartenders Test

Score 35 / 35

Multiple Choice (6 points)

B 1) Carbonation _____ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

(100%)

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"

- 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

YOUR COMMUNITYAMERICA
ACCOUNT NUMBERS

Savings *High Interest*
11 Digits Required

1 2 3 4 5 6 7 8 9 10 11
00 1300626 00
zeroes account number suffix

Checking
12 Digits Required

1 2 3 4 5 6 7 8 9 10 11 12
00 1300626 70 0
zeroes account number suffix check digit

Routing Number: 301081508



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017230180846YP

Report Prepared: 08/18/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Holley

First Name: Cierra

Date of Birth: 11/08/2015

Social Security Number: *** * 3629

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: 11/08/2018

TNC Information

SSA TNC

Referred On: Not Referred

Referred By:

Case Status Information

Current Case Result: SSA Tentative Nonconfirmation (TNC)

Employer Case ID:

Case Submitted On: 08/18/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED