

# Interview Note Sheet

## Applicant Information

Name: <u>Danielle Clark</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>9/7/17</u>	Rate of Pay:
Position (s) Applied for: <u>Bartending</u>	Referred by:

## Test Scores

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

<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time
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## Relevant Experience & Summary of Strengths

Danielle Clark currently working at Marriott Country Club Plaza as a bartender. Seeking more jobs as a bartender.

**Total of \_\_\_\_\_ in Food Service/Hospitality**

- work experience
- Ruby tuesday
- Falcon Bridge Golf Course
- Marriott.

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: \_\_\_\_\_

907 NE Windrose Drive  
Apt A  
Kansas City, Mo 64155

Phone 816-500-3429  
E-mail  
danielleybelly7@gmail.com

# Danielle Clark

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## Education

Park Hill School District

Kansas City Mo  
High School Graduate

**Johnson County Community College**  
Overland Park KS

**International School of Professional Bartending**  
Kansas City Mo

## Work experience

**Kansas City Marriott Country Club Plaza**

April 2017 to Current

Kansas City, Mo – Plaza

Bartender

While at the Marriott my responsibilities include set-up and break-down of the bar. Mixing of cocktails and ability to suggest drinks. Keep running tabs for guest and ringing guest checks. Answer bar phone to take guests future food or drink orders. I also take all food orders for the bar guests and the tables in the bar area.

**Ruby Tuesdays**

November 2016 to January 2017

Kansas City- Tiffany spring

Bartender

I worked here as a bartender and also took a few tables in my bar area. I was responsible for all mix drinks, beer and crafted non-alcoholic drinks for the entire restaurant. I was also responsible for all to-go orders as well as providing food to my bar side customers. It was also my responsibility to clear my tables for the next guest and to keep my bar clean and clear of dirty plates or empty glasses. I strive to keep a very clean and organized bar at all times.

**Broadmore Kennels**

August 2015 to October 2016

Shawnee Ks

I work with the customers family pets. I give loving care to them. I take care of the kennels themselves along with any meds they may need.

**Falcon Ridge Golf Course**

August 2014 to August 2015

Lenexa Ks

Assistant Bar Manager

While at the golf course my main focus was always the customer. I assisted with anything asked of me. I moved my way up to the Assistant Manager within the year. I covered for most all of the various jobs as a backup. I was the go to girl. I take that as a big compliment. I covered the bar, the kitchen, beverage order's, tournaments, scheduling, inventory and the registers.

## **The Urgency Room**

December 2010 to December 2014

Kansas City MO

Patient Care Coordinator

As the Patient Care Coordinator I enjoyed the patients. I greeted the patients with a Hello and a smile. Collected insurance, Id's, co-pays along with past due balances. I entered payment information, created charts and filing. I also ran a six line phone. I answered questions, directed calls and took detailed messages. I kept the lobby looking nice and clean. I explained the Hippa policy. I followed up with the patient to make sure they were happy with the services we provided.

I learned a lot at this job and truly enjoyed my time there.

Thank You for considering me for a position in your company.

## 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 Danielle Clark Date: 9/17/17  
 Home Telephone (816) 500-3429 Other Telephone ( ) \_\_\_\_\_  
 Present Address 907 NE Windrose Dr Apt A Wemo 64185  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address daniellegibbelly7@gmail.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 \_\_\_ 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 Bartending Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐  
 Other Web Posting ☐ Other Source ☐ School  
 Could you work overtime, if necessary? Yes ☒ No \_\_\_ If hired, on what date could you start working? 9/18/17

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							
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? \_\_\_\_\_  
 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 \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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

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: \_\_\_\_\_

## 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 Walterbach

Telephone No. (816) 436-7033

Address: 3000 NE Brooktree Ln #100, HC MO 64119

Occupation: attorney

Relationship: former boss

Number of Years Acquainted: 1

Name: Taylor Reed

Telephone No. (816) 304-9198

Address: 2855 NE 54th Terr Apt Gladstone MO 64119

Occupation: Warehouse worker

Relationship: friend

Number of Years Acquainted: 4

Name: Hevin Long

Telephone No. (816) 206-0047

Address: \_\_\_\_\_

Occupation: fedex

Relationship: friend

Number of Years Acquainted: 2

**Bartenders Test** Danielle Clark **Score** / 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 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

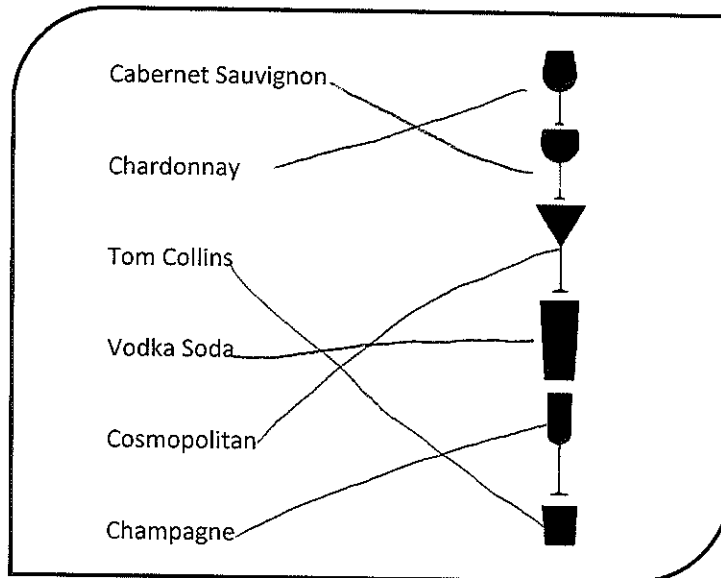
g Used on the bar top to gather spills

h Requesting a separate glass of another drink

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

**Glassware** (6 points)

Match the correct glass to the drink



**Answer and Question** (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): 1800, Grand marnie, Chambord

What are the ingredients in a Manhattan? Whiskey, Sweet Vermouth, Bitters, Ice, lime gear

What are the ingredients in a Cosmopolitan? Citron vodka, lime, Cranberry Juice, lemon gear.

What are the ingredients in a Long Island Iced Tea? Teq., Rum, Vod., Gin, Triple-sec, Sour, coke, lemon gear.

What makes a margarita a "Cadillac"? 1800

What is simple syrup? Sugar & water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

NO

What should you do if you break a glass in the ice? empty ice container and clean it

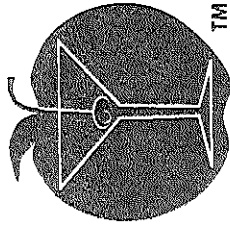
When is it OK to have an alcoholic beverage while working? never

What does it mean when a customer orders their cocktail "dirty"? Olive Juice

What are the ingredients in a Margarita? Teq., triple Sec, Sour, lime, lime gear.



# International School of Professional Bartending



## Certificate of Completion In Bartending/Mixology

This is to certify that

*Danielle Clark*

has successfully completed forty hours of training as well as the written and practical requirements of  
Professional Bartending Schools of America's professional mixology course on the date below

February 16, 2017  
Date

Kansas City, MO  
City

Beth Merrill  
Director



eTIPS On Premise 3.0

**CERTIFIED**

Issued: 4/26/2017

Expires: 4/25/2020

ID#: 4511096

Danielle Nicole Clark  
Kansas City Marriott Country Club Plaza  
907 NE Windrose Dr Apt A  
Kansas City, MO 64155-3230

For service visit us online at [www.gettips.com](http://www.gettips.com)



REGULATED INDUSTRIES  
NHS DEPARTMENT  
CITY OF KANSAS CITY MO

## ADULT LIQUOR

Permit Number  
201610074406

Permit Expires  
11/22/2019

HEIGHT	WEIGHT	HAIR	EYES	SEX
5' 8"	130	BR	GR	FEMA
DOB	DRIVERS LICENSE # / STATE			
06/16/1992	T169186019 / MO			

DANIELLE N CLARK

\* Not to be used as a valid form of ID



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017250163804JR**

Report Prepared: 09/07/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Clark

First Name: Danielle

Date of Birth: 06/16/1992

Social Security Number: \*\*\* \*\* 2328

Hire Date: 09/07/2017

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: 06/16/2019

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/07/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED