

Interview Note Sheet

Applicant Information	
Name: <u>Tekoa Ferio</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>10/12/17</u>	Rate of Pay: <u>\$9.25 - \$10</u>
Position (s) Applied for: <u>Bartender, Server</u>	Referred by: <u>Craig-list</u>

Test Scores					
Server	28/35	%	Bartender	31/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

6 Years of bartending experience.

12 Years of Serving experience.

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

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:
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750 N 2ND AVE #6 EAST MOLINE, IL 61244
309-752-8318- TFAYDOLLFACE@GMAIL.COM

TEKOAHERRO

PERSONAL SUMMARY

I have many many years in the service industry, ranging from host, serving, bartending, lead trainer and management/supervisory experience. I love a fast paced environment and have extensive knowledge as well as an ability to learn very quickly

SUMMARY OF QUALIFICATIONS

- 3 years host
- 12+ years serving
- 6+ years bartending
- Catering supervisor with Nascar
- Event and catering coordinator with aramark
- Lead trainer, server and bartender
- 3+ years Retail management

EMPLOYMENT

1/10/2014-7/20/2015 Applebees in Moline, IL
Server

8/15/2009-12/15/2013 Applebees Olathe, KS
Server/Bartender

5/25/2004-9/20/2010 Pin up Bowl martini bar Kansas city, KS
Bartender

2006-2009- Catering server with Aramark for Nascar

EDUCATION

Olathe south High School class of 98 *finished early in 97*
Johnson County Community College, 1 semester from associates
La James International College, Esthetician, graduated March of 2015

REFERENCES

Available upon request

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 TeRoah Furro Date: 10/12/17
Home Telephone (309) 269 0694 Other Telephone ()
Present Address 2217 S Central St Olathe KS 66062
Permanent Address, if different from present address: 4843 116 St #104 Moline IL 61265
Email Address tfaydolface@gmail.com

EMPLOYMENT DESIRED

Position applying for: Bar/ender/server 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 _____ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐
Other Web Posting ☐ Other Source ☒ Craigslst
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							
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							

Open Right now

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

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
St Thomas Aquinas JCCC	OP KS OP KS		yes no
Do you have any special licenses, certificates or special training? If so please list under "Special".			
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO

23 yrs in svce industry incl. 10+ in event staffing

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer Phoenix Dav. IA 52803
Type of Business Restaurant/Bar Telephone No. 563 323 2345 Supervisor's Name Claudia
Your Position and Duties Bar tender / server

Dates of Employment: From 12/16 To 9/17 Weekly Pay: Starting 6.35 + tips Ending 2
Reason for Leaving: personal

Name and Address of Employer Red Robin Davenport IA
Type of Business Restaurant Telephone No. () Supervisor's Name
Your Position and Duties Bar / server

Dates of Employment: From 12/16 To 5/17 Weekly Pay: Starting 4.35 Ending
Reason for Leaving: management

Name and Address of Employer Applebees Moline IL
Type of Business Telephone No. () Supervisor's Name Leanne

Please Read Carefully, Initial Each Paragraph and Sign Below

[Signature] I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

[Signature] I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

[Signature] I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

[Signature] I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

[Signature] Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature [Signature] Date 10/12/17

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

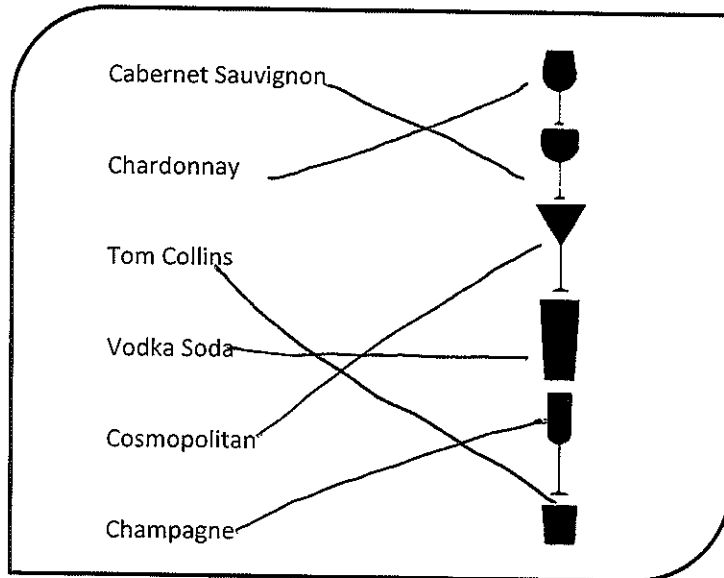
d "Float"

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

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): ketel one, Patron, Knob Creek

What are the ingredients in a Manhattan? whiskey, ~~muddled~~ cherry, bitters, ~~so~~ vermouth

What are the ingredients in a Cosmopolitan? vodka, cran juice, triple sec

What are the ingredients in a Long Island Iced Tea? vodka, gin, rum, triple, ^{sour} tequila, ^{coice}

What makes a margarita a "Cadillac"? add grand marnier ~~and~~ top shelf tequila

What is simple syrup? _____

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

yes, not sure

What should you do if you break a glass in the ice? burn the ice

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

What does it mean when a customer orders their cocktail "dirty"? w/ olive juice

What are the ingredients in a Margarita? tequila, lime juice, triple, sour

Name Tehoa Ferro

Servers Test

Score 28 / 35

Multiple Choice

- 2 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- d 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- d 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- 2 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- d 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

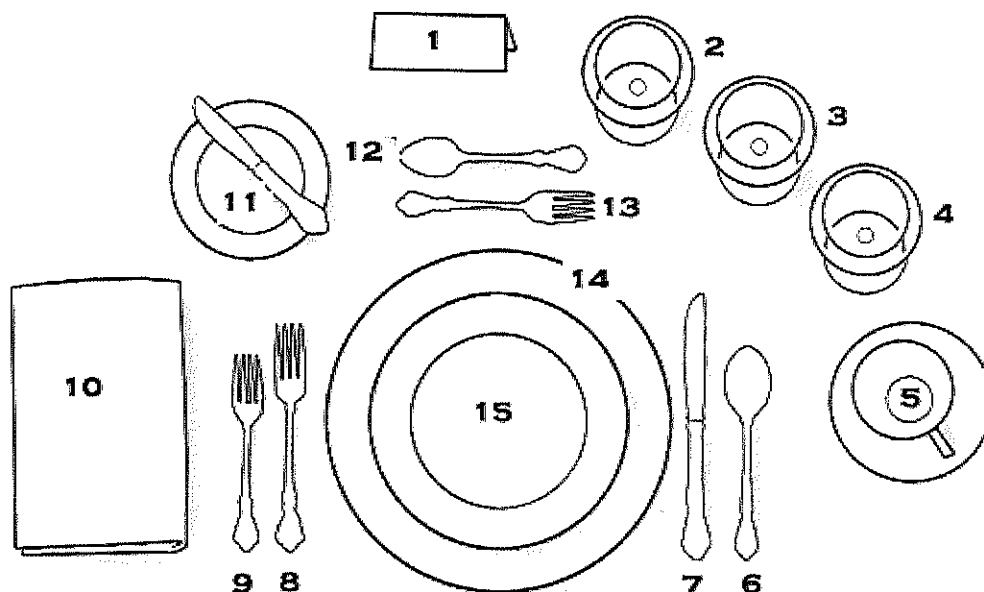
Match the Correct Vocabulary

- | | |
|---|--|
| <u>D</u> Scullery | <input checked="" type="checkbox"/> A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <input type="checkbox"/> B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish | <input checked="" type="checkbox"/> C. Used to hold a large tray on the dining floor |
| <u>U</u> French French Passing | <input checked="" type="checkbox"/> D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | <input checked="" type="checkbox"/> E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <input checked="" type="checkbox"/> F. Used to open bottles of wine |
| <u>C</u> Tray Jack | <input type="checkbox"/> G. Style of dining in which the courses come out one at a time |

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	_____	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	_____	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar & Creamer
- Synchronized service is when: everyone presents at once
- What is generally indicated on the name placard other than the name? Company
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
notify expo/kitchen



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017285154459SD

Report Prepared: 10/12/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Ferro

First Name: Tekoah

Date of Birth: 10/19/1979

Social Security Number: *** ** 8983

Hire Date: 10/12/2017

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: Illinois

Driver's License or ID Card Number:

Document Expiration Date: 10/19/2018

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/12/2017

Case Submitted By: SGON7369

Closed On: 10/12/2017

Closed By: SGON7369

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

SENSITIVE BUT UNCLASSIFIED