

Interview Note Sheet

Applicant Information

Name: <u>Tekosh Ferlo</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	<u>28</u> /35	%	Bartender	<u>31</u> /35	%
Prep Cook	<u>12</u> /20	%	Barista	<u>15</u> /15	%
Grill Cook	<u>40</u> /40	%	Cashier	<u>15</u> /15	%
Dishwasher	<u>10</u> /10	%	Housekeeping	<u>16</u> /16	%

Position
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

6 Years of Bartending experience.

12 Years of Serving experience.

Total of _____ in Food Service/Hospitality

P.O.S. Experience: Y N details: _____

Transportation

<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Carpool (Rider / Driver)
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Regions Available to work

<input type="checkbox"/> Kansas City, KS	<input type="checkbox"/> Overland Park, KS	<input type="checkbox"/> Kansas City, MO	<input checked="" type="checkbox"/> Independence, MO	<input type="checkbox"/>
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Certifications (if any)

<input type="checkbox"/> TiPS	<input type="checkbox"/> Serv-Safe	<input type="checkbox"/> LEAD	<input type="checkbox"/> Other _____	<input type="checkbox"/> Will Submit
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Availability

<input type="checkbox"/> Open	<input type="checkbox"/> AM only	<input type="checkbox"/> PM only	<input type="checkbox"/> Weekdays only	<input type="checkbox"/> Weekends only
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Details: _____

Uniforms Desired

<input type="checkbox"/> Bistro	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> 1/2 Tuxedo	<input type="checkbox"/> Black Vest	<input type="checkbox"/> Long Black Tie
<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Knives	<input checked="" type="checkbox"/> Black Pants	<input type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Bow Tie

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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

TEKOAHFERRO

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

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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 Tekoah Furro Date: 10/12/17
Home Telephone (309) 269 0194 Other Telephone ()
Present Address 103100 2217 S Central St Olathe KS 66062
Permanent Address, if different from present address: 4343 110 St #104 Moline IL 61265
Email Address baydolface@gmail.com

EMPLOYMENT DESIRED

Position applying for: bartender/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 Craigslist
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

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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		Yrs No
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
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
Special:			

23 yrs in service 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 652803

Type of Business Restaurant/Bar Telephone No. (563) 323 2345 Supervisor's Name Claudia

Your Position and Duties Bartender/Server

Dates of Employment: From 12/16 To 9/17 Weekly Pay: Starting 6.35 + tips Ending 21

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 / Serve

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 Lapier

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials
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.

Initials
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.

Initials
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.

Initials
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.

Initials
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

Initials

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"

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

b Muddler

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

E 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"

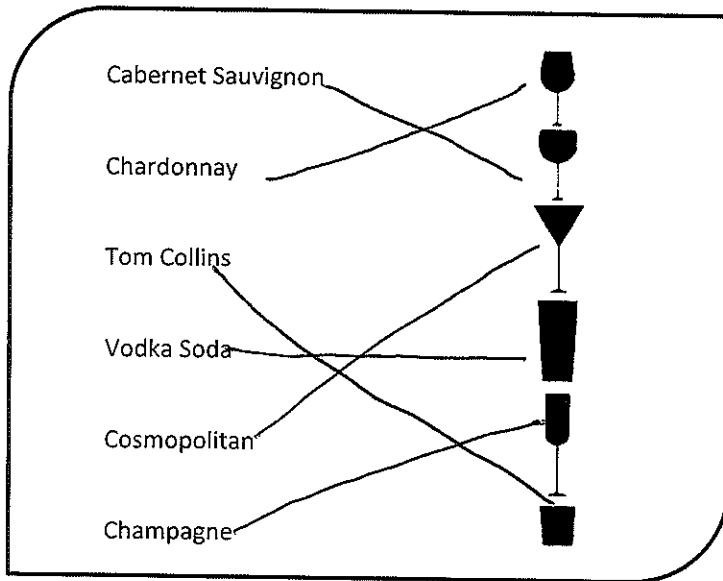
h.) Requesting a separate glass of another drink

b "Back"

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, maraschino cherry, bitters, soda

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, or tequila, sour

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

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

d 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 dinning 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

D Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E Queen Mary

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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

Y French Passing

D. Area for dirty dishware and glasses

B Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

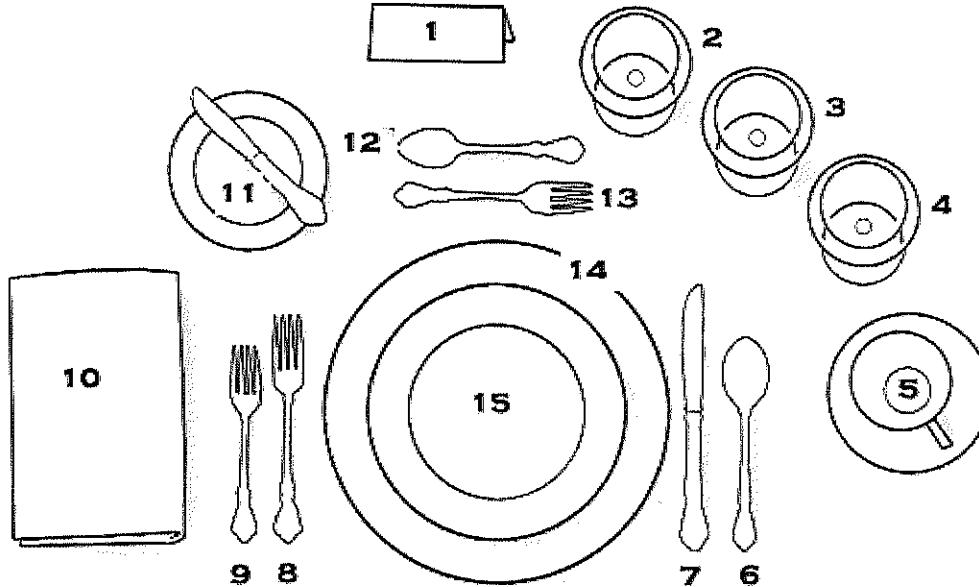
F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time

Name _____
Score / 35

Servers Test



Match the Number to the Correct Vocabulary

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

Fill in the Blank

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

E-Verify

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