

## Interview Note Sheet

Applicant Information	
Name: <u>Shama</u>	Interviewer: <u>Steven</u>
Date: <u>10/11/17</u>	Rate of Pay:
Position (s) Applied for: <u>Bartender</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	35/35	100 %
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
<p>Server experience / gain Bartending <sup>Total of</sup> _____ in Food Service/Hospitality experience.</p> <p>- 35-40 min drive</p> <p>has uniform</p>
P.O.S. Experience: Y / N details: _____

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool ( Rider / Driver )

Regions Available to work
<input checked="" type="radio"/> Kansas City, KS <input checked="" type="radio"/> Overland Park, KS <input checked="" type="radio"/> Kansas City, MO <input type="radio"/> Independence, MO

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

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> 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:

## 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 Shanna Strickland Date: 10-11-17  
Home Telephone (252) 424-4400 Other Telephone ( )  
Present Address 3100 Clinton Hwy # 705  
Permanent Address, if different from present address:  
Email Address shannastrickland2015@gmail.com

### EMPLOYMENT DESIRED

Position applying for: bartender Salary desired: 10+  
Are you currently registered with any staffing and/or employment agencies? If so, please list no

Are you applying for:  
Temporary work, e.g., summer or holiday work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☒ Name of Referral bartending school 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	All	All	All	All	All	All	All
PM	All	All	9am-5pm	All	All	9am-5pm	All

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 ☐

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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?
MacArthur AS	Lawton, OK	12	yes
College of Direct Support Professionals (Lawton)		DSP	yes
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

## 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 ~~Acrobat~~ Social Services of Lawrence

Type of Business Social Services

Your Position and Duties Teacher / Direct Support Professional for Special Needs Individuals

Telephone No. (785) 424-7881

Supervisor's Name Jolene Smith

Dates of Employment: From 2015 To 2017

Reason for Leaving: started new job

Weekly Pay: Starting \$10 Ending \$12

Name and Address of Employer Michelle Wray

Type of Business Nanny

Your Position and Duties Nanny / housekeeper for 2 children

Telephone No. (785) 760-5438

Supervisor's Name SELF

Dates of Employment: From 2007 To 2015

Reason for Leaving: mom works from home now

Weekly Pay: Starting \$7 Ending \$9.5

Name and Address of Employer

Type of Business

Telephone No. ( )

Supervisor's Name

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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: no

## 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: Jedene Smith Telephone No. (781) 424-7881  
Address: Lawrence, KS

Occupation: Social Services Relationship: Supervisor Number of Years Acquainted: 2

Name: Michelle Wragg Telephone No. (\_\_\_\_) \_\_\_\_\_  
Address: 2332 Wintubrook Dr Lawrence, KS

Occupation: Nanny Relationship: Employer Number of Years Acquainted: 10

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

☒ 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.

☒ 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.

☒ 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.

☒ 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.

☒ 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**

Shana Strickland

**Date**

10.11.17

**Bartenders Test**

Score 35 / 35

**Multiple Choice (6 points)**

- V 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
- F 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  
D Bar Mat  
L "Float"  
N "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~~



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**Case Verification Number: 2017286152022FP**

Report Prepared: 10/13/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Strickland

First Name: Shannon

Date of Birth: 01/25/1971

Social Security Number: \*\*\* \*\* 9196

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: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 01/25/2019

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/13/2017

Case Submitted By: SGON7369

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