

Interview Note Sheet

Applicant Information	
Name: <u>Shana</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		<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				
Server	/35		%	Bartender	35/35	100 %
Prep Cook	/20		%	Barista	/15	%
Grill Cook	/40		%	Cashier	/15	%
Dishwasher	/10		%	Housekeeping	/16	%

Relevant Experience & Summary of Strengths	
<p><u>Server experience / gain Bartending</u> <u>Total of _____</u> in Food Service/Hospitality experience.</p> <p>- 35-40 min drive <u>has uniform</u></p> <p>-</p>	

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

<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 checked="" type="checkbox"/> Kansas City, KS	<input checked="" type="checkbox"/> Overland Park, KS	<input checked="" type="checkbox"/> Kansas City, MO	<input type="checkbox"/> Independence, MO
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<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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<input checked="" 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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<input type="checkbox"/> Details	<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
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<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Knives	<input type="checkbox"/> Black Pants	<input type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other: _____
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Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Your Hospitality Staffing Professionals

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 Stuckland Date: 10.11.17
Home Telephone (05) 424.4400 Other Telephone ()
Present Address 3100 Clinton Hwy #105
Permanent Address, if different from present address:
Email Address shannanstuckland2015@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

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 bartending school

Other Web Posting Other Source Newspaper Job Fair Agency Company Website

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	All	9am-5pm	All	All	9am-5pm

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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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 College of Direct Support Professionals Lawrence	Lawton, OK	10 DSR	YES YES
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:			

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 Academy Social Services of Lawrence

Type of Business Social Services Telephone No. (785) 424-7881 Supervisor's Name Jolene Smith
Your Position and Duties Teacher / Direct Support Professional for Special
Needs Individuals

Dates of Employment: From 2015 To 2011

Weekly Pay: Starting \$10

Ending \$12

Reason for Leaving: Started new job

Name and Address of Employer Michelle Wray

Type of Business Nanny Telephone No. (785) 760-5438 Supervisor's Name Self
Your Position and Duties Nanny / Housekeeper for 2 children

Dates of Employment: From 2001 To 2015 Weekly Pay: Starting \$7 Ending \$9.5

Reason for Leaving: Mom works from home now

Name and Address of Employer _____

Type of Business _____ Telephone No. (_____) _____ Supervisor's Name _____

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Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____

Reason for Leaving: _____

Name and Address of Employer

Type of Business

Your Position and Duties _____ Telephone No. (____) _____ Supervisor's Name _____

Dates of Employment: From _____ To _____

Reason for Leaving _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, check the box and give the reason.

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No If so, describe: _____

JOB RELATED REFERENCES

Name: Opaline Smith

Address Lawrence KS Telephone No. (785) 434-7887

Occupation: Special Services

Relationship: old friend

Name: Michelle Number of Years Acquainted: 2

Address 2532 (1) 1/11th Street Telephone No. ()

Miss M. M. Clark Age 18

Occupation: Waiter Relationship: Father

Name: _____ Relationship: Spouse Number of Years Acquainted: _____

Telephone No. ()

address _____

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



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 /ac 9

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

V 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"

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

G Muddler

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

S Strainer

e.) Used to measure the alcohol and mixer for a drink

J Jigger

f.) Used to mix cocktails along with a pint glass and ice

B Bar Mat

g.) Used on the bar top to gather spills

F "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



SENSITIVE BUT UNCLASSIFIED

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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