

Interview Note Sheet

Applicant Information	
Name: <u>Tereva West</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>12/27/17</u>	Rate of Pay: \$ <u>9.25</u> - <u>\$10.00</u>
Position (s) Applied for: <u>Cook, Bartending, Server</u>	Referred by: <u>(Walkin)</u>

Test Scores					
Server	<u>28</u> / 35	%	Bartender	<u>29</u> / 35	%
Prep Cook	<u>/20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/14</u>	%

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p>Has 15 years of experience in Bartending, <u>Total of _____ in Food Service/Hospitality</u>, Serving and cooking.</p> <p>Has a full time job at the Legends Hospitality Childrens Mercy Park.</p> <p>She is looking for Part time only.</p> <p>Worked at Levy restaurant Sprint Center. As a Concessions Supervisor.</p>
<p>P.O.S. Experience: <u>Y / N</u> details: _____</p>

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

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 checked="" type="checkbox"/> Independence,MO

Certifications (if any)
<input checked="" type="checkbox"/> TIPS <input checked="" type="checkbox"/> Serv-Safe <input checked="" type="checkbox"/> LEAD Other _____ Will Submit

Availability
<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
Details: _____

Uniforms Owned:			
<input type="checkbox"/> Bistro <input checked="" 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 checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie Other: _____			
<table border="1"> <tr> <td>Would you recommend this applicant for Acrobat Academy?</td> <td>Convention Candidate?</td> <td>Other Languages Spoken:</td> </tr> </table>	Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:	

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Tereva West
Email: terevawest@gmail.com
Phone number: 469-509-7152

Working Experience:

Company Name: Sporting KC
Dates of Employment: present
Job Responsibility:

- Line cook
- dish washer
- concessions
- server

Company Name: Lery Restrant
Dates of Employment: _____
Job Responsibility:

- cook
- bartend
- prep
- server

Company Name: McFaddens
Dates of Employment: 2007
Job Responsibility:

- bartend
-
-
-

Skills

- bartend
- cook
-
-

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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 Tereva West Date: 12-27-2017
Home Telephone () _____ Other Telephone (469) 509-7152
Present Address 5419 Park Ave Kansas City, Mo 64130
Permanent Address, if different from present address: _____
Email Address terevawest@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook, bartending, Server Salary desired: 10.00 hr
Are you currently registered with any staffing and/or employment agencies? If so, please list
Labor Max, SJS
Are you applying for: Full-time work? Yes ___ No ___ Part-time work? Yes X No ___
Temporary work, e.g., summer or holiday work? Yes X No ___ From: any 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 ☒ walk in
Could you work overtime, if necessary? Yes X No ___ If hired, on what date could you start working? 12-28-2017

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	open	open	open	open	open	open	open
PM	open	open	open	open	open	open	open

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 X If yes, when? _____
Do you have friends or relatives working for Acrobat Outsourcing? Yes ___ No X If yes, please state name and relationship _____
If hired, would you have a reliable means of transportation to and from work? Yes X No ___
If hired, can you present evidence of your legal right to live and work in this country? Yes X No ___
State age if you are under 18 37. 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 X 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?
Central High	Kansas City Mo	HSD	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: bartending, cook, server, banquet staff all 15-20 plus experience			

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 Legends Hospitality Childrens Mercy Park
Type of Business Arena Telephone No. (913) 912-7600 Supervisor's Name Kevin Williams
Your Position and Duties Stewardess Manger

Dates of Employment: From 9-2015 To present Weekly Pay: Starting 15.00hr Ending _____

Reason for Leaving: still there

Name and Address of Employer Levy Restaurant Sprint Center
Type of Business Arena Telephone No. (816) 949-7100 Supervisor's Name Jason Curcio
Your Position and Duties Concessions Supervisor

Dates of Employment: From 8-2007 To 3-2004 Weekly Pay: Starting 9.50hr Ending 12.75hr

Reason for Leaving: moved to Texas

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 _____ 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? Yes _____ No X
If so, describe: _____

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Chef Jason Curcio Telephone No. (816) 456-3068

Address _____

Occupation: Chef Relationship: old Boss Number of Years Acquainted: 15

Name: Chef Kevin Williams Telephone No. (816) 516-6163

Address _____

Occupation: Executive Chef Relationship: Boss Number of Years Acquainted: 20

Name: Nicole Turner Telephone No. (816) 777-6259

Address _____

Occupation: Manger@Pizza Hut Relationship: old boss Number of Years Acquainted: 5

Please Read Carefully, Initial Each Paragraph and Sign Below

TLW 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.

TLW 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.

TLW 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.

TLW 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.

TLW 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

Teresa A. Best

Date 12-28-2017

Multiple Choice (6 points)

1) Carbonation _____ the rate of intoxication.

- a) Slows down
- ☒ b) Speeds up
- c) Does nothing to

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

3) You can accept an expired ID as long as all other information is correct.

- a) True
- ☒ b) False

4) If someone has had too much to drink, serving them coffee will help sober them up.

- ☒ a) True
- b) False

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

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

~~I~~ "Straight Up"

~~f~~ Shaker Tin

~~b~~ "Neat"

~~a~~ Muddler

~~b~~ Strainer

~~e~~ Jigger

~~g~~ Bar Mat

~~c~~ "Float"

~~d~~ "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~~

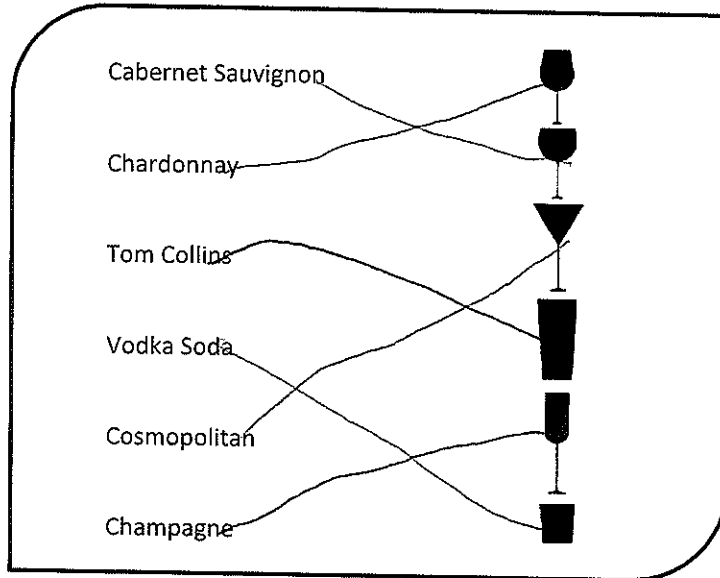
~~g.) Used on the bar top to gather spills~~

~~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): Captin Morgan, Gray Goose, Remy Martin

What are the ingredients in a Manhattan? Whisky, Red vermouth, cherry, dash Angostura bitters

What are the ingredients in a Cosmopolitan? Cointreau, Cranberry juice, lime juice, Vodka

What are the ingredients in a Long Island Iced Tea? Gomme Syrup, Gin, lemon juice, Triple sec, Vodka

What makes a margarita a "Cadillac"? ~~tequila~~ the top shelf tequila add a cognac

What is simple syrup? common ingredient used to sweeten drinks

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

no - it is called ~~marrying~~ "marring liquor"

What should you do if you break a glass in the ice? empty the bin, clean it out, use new ice

When is it OK to have an alcoholic beverage while working? no

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

What are the ingredients in a Margarita? Cointreau, Tequila, lime juice

Name Tereva West

Servers Test

Score / 35

Multiple Choice

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

Food is served from the left

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

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

Use left hand transfer with right hand

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

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

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

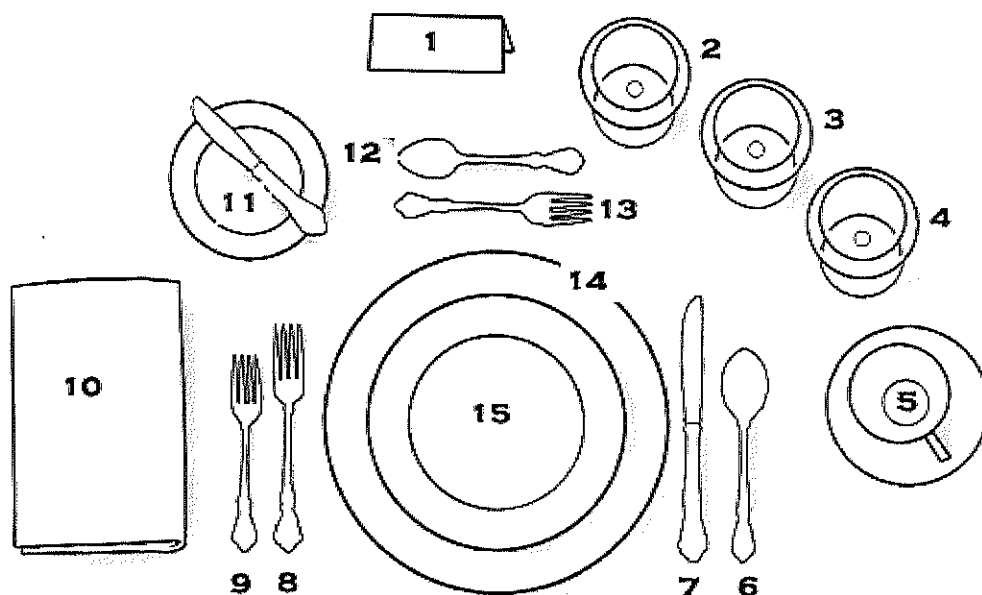
- D Scullery
- E Queen Mary
- A Chaffing Dish
- B French Passing
- G Russian Service
- F Corkscrew
- C Tray Jack

- ☐ A. Metal buffet device used to keep food warm by heating it over warmed water
- ☒ 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)
- ☒ C. Used to hold a large tray on the dining floor
- ☒ D. Area for dirty dishware and glasses
- ☒ E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- ☒ F. Used to open bottles of wine
- ☒ 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	<u>2</u>	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	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

- The utensils are placed 12 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cookies are sweet buns.
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? table title
- The Protein on a plate is typically served at what hour on the clock? 3 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
go to the chef and let them know the item needed





REGULATED INDUSTRIES
NHS DEPARTMENT
CITY OF KANSAS CITY MO

ADULT LIQUOR

Permit Number
201710096885

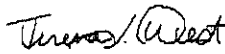
Permit Expires
11/21/2020

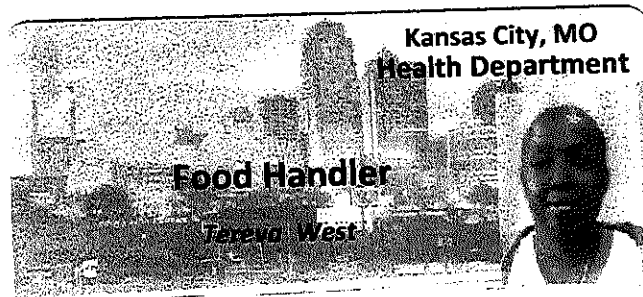
HEIGHT	WEIGHT	HAIR	EYES	SEX
5' 9"	175	BR	BR	F

DOB
06/26/1980

DRIVERS LICENSE # / STATE
S203129017 / MO

TEREVA L WEST


* Not to be used as a valid form of ID



Kansas City, MO
Health Department

Food Handler

Tereva West



Issue Date Expiration Date
05/23/2017 05/23/2020



Public Health



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017363130014TJ

Report Prepared: 12/29/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: West

First Name: Tereva

Date of Birth: 06/26/1980

Social Security Number: *** ** 2754

Hire Date: 12/29/2017

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: ID card

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 06/26/2022

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/29/2017

Case Submitted By: SSHA2488

Closed On: 12/29/2017

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED