

# Interview Note Sheet

## Applicant Information

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

## Test Scores

Position	Score	%	Position	Score	%
Server	28/35	%	Bartender	29/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Has 15 years of experience in Bartending, Serving and Cooking. **Total of \_\_\_\_\_ in Food Service/Hospitality**

Has a full time job at the Legends Hospitality Childrens Mercy Park. She is looking for Part time only.

Worked at Levy Restaurant Sprint Center. As a Concessions Supervisor.

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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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Tereva West  
Email: tererawest@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: Levy Restraunt

Dates of Employment: \_\_\_\_\_

Job Responsibility:

- cook
- bartend
- prep
- Server

Company Name: McCaddens

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 (419) 509-7152  
 Present Address 5419 Park Ave Kansas City, Mo 64130  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address teravawest@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 ✓ No     
 Temporary work, e.g., summer or holiday work? Yes ✓ 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 Walkin  
 Could you work overtime, if necessary? Yes ✓ 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	<u>open</u>						
PM	<u>open</u>						

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 31. 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.)

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## 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 Legands 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 15.00 hr 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 3-2014 Weekly Pay: Starting 9.50 hr Ending 12.75 hr

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: Manager@ 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

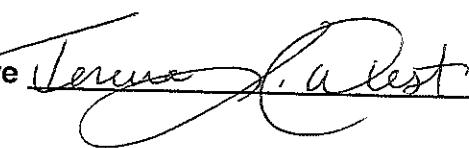
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

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



Date 12-28-2017

**Bartenders Test**

**Score / 35**

**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)

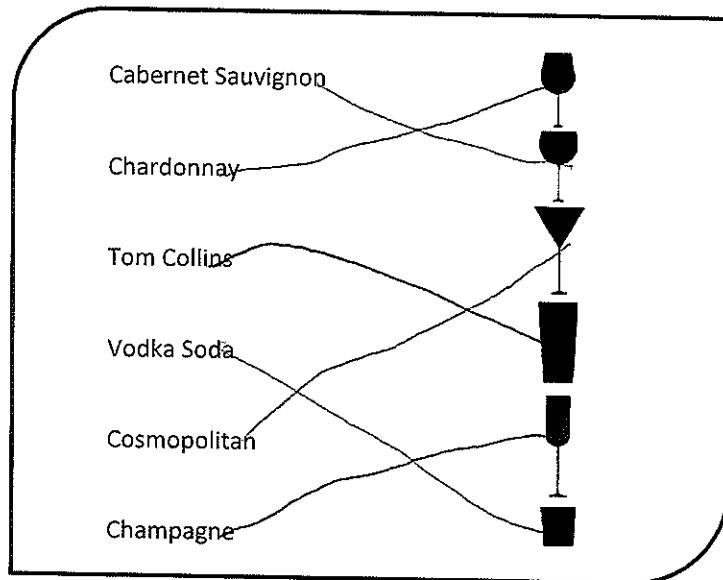
Match the word to its definition

- E "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  $\frac{1}{2}$  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 marring liquor

What should you do if you break a glass in the ice? empty the ben a 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"? I D K ?

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

**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 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

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

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

F Corkscrew

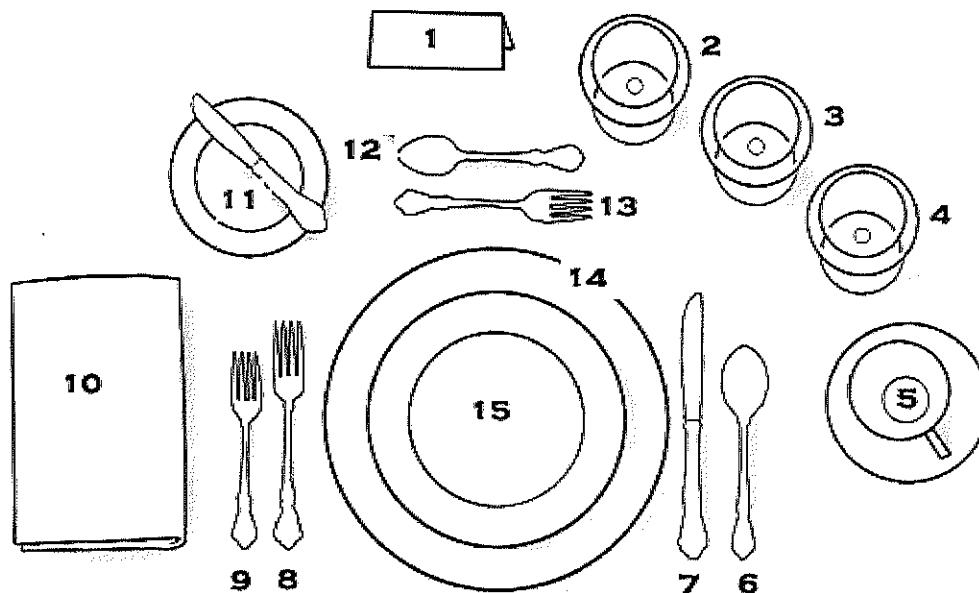
F. Used to open bottles of wine

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**

<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**

1. The utensils are placed 12 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cookies are sweet buns.
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? Table title
5. The Protein on a plate is typically served at what hour on the clock? 3 o'clock
6. 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  
5' 9"    175  
DOB  
06/26/1980

HAIR    EYES    SEX  
BR    BR    F  
DRIVERS LICENSE#/STATE  
S203129017 / MO

TEREVA L WEST

*Tereva L West*

\*Not to be used as a valid form of ID

Kansas City, MO  
Health Department

Food Handler

Tereva West



Issue Date

05/23/2017

Expiration Date

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