

Interview Note Sheet

Applicant Information	
Name: <u>Sarah Johnson</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>1/15/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Bartender</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	<u>30</u> /35	<u>86</u> %
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

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

Relevant Experience & Summary of Strengths

Total of 0 in Food Service/Hospitality

Sarah is attending college at the moment. She is working for Nash Gas & Fuel Transport. She just recently graduated bartending School.

Experience:

Customer experience

Bartending - no experience, however we can place her as a barback to start out with.

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

First and Last Name: Sarah Johnson
Email: Sjohnson 7197@ yahoo.com
Phone number: 816-273-2322

Working Experience:

Company Name: Nash Gas & Fuel Transport

Dates of Employment: June 2015 - Current

Job Responsibility:

- Answering phone calls
- Filling propane tanks
- Gasoline Transport Tax manager
- Calling customers

Company Name: Panther Electric LLC

Dates of Employment: July 2011 - Current

Job Responsibility:

- Help lead electrician with wiring.
- Pull wire for buildings
- wire outlets, outletswitches, and breaker boxes.

Company Name: Kaboomers Fireworks

Dates of Employment: June - July 2013, 2014, 2015

Job Responsibility:

- Stock the fire works
- walk around and organize
- Cashier
- Put up / tear down of the tent

Skills

- Hard worker
- Ability to learn fast
- Able to have a conversation with anyone
- Very good team player

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 Sarah Elizabeth Johnson Date: 01/15/18
 Home Telephone (916) 273-2322 Other Telephone () _____
 Present Address 16530 Davidson Drive Dearborn MO
 Permanent Address, if different from present address: _____
 Email Address Sjohnson 7197 @ yahoo.com

EMPLOYMENT DESIRED

Position applying for: Bartender Salary desired: _____
 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 Beth 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? 01/16/18

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: <u>End of May - Beginning of June.</u> <u>July 26-30</u> <u>Aug 5-13</u>							

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?
Missouri Western State University	St. Joseph MO	Electronic Engineering	Currently Enrolled
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input type="radio"/> YES	<input checked="" type="radio"/> 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."		<input type="radio"/> YES	<input checked="" type="radio"/> NO
Special: Fire 1 & 2 Certification, Hazmat Awareness + Ops, Java, C, C++			

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 Nash Gas & Fuel Transport

Type of Business Propane & Fuel Telephone No. (816) 450-3333 Supervisor's Name Kim Nash

Your Position and Duties Tax manager, answer phone calls, fill propane tanks

Dates of Employment: From June 2015 To Current Weekly Pay: Starting \$10 an hour Ending

Reason for Leaving:

Name and Address of Employer Panther Electric LLC

Type of Business Electrician Telephone No. (816) 380-2725 Supervisor's Name Brad Johnson

Your Position and Duties Help wire electrical boxes, breaker boxes, pull wire, and help clean behind the head electrician.

Dates of Employment: From July 2011 To Current Weekly Pay: Starting \$8 an hour Ending

Reason for Leaving: Still employed

Name and Address of Employer North Platte R-1 School District

Type of Business School Telephone No. (816) 450-3334 Supervisor's Name Karl Matt

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Your Position and Duties Substitute for grades 5-K within the school district.

Dates of Employment: From Dec 2017 To Current 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 I ~~have~~ have not.

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: Kim Nash Telephone No. (816) 718-3511

Address _____

Occupation: Nash Fuels Transport Relationship: Boss Number of Years Acquainted: 16

Name: Paula Johnson Telephone No. (816) 387-1495

Address _____

Occupation: North Platte R-1 Relationship: Teacher Number of Years Acquainted: 7

Name: Shelly Meyer Telephone No. (816) 390-3577

Address _____

Occupation: North Platte R-1 Relationship: Boss/Teacher Number of Years Acquainted: 7

Please Read Carefully, Initial Each Paragraph and Sign Below

SJ 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.

SJ 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.

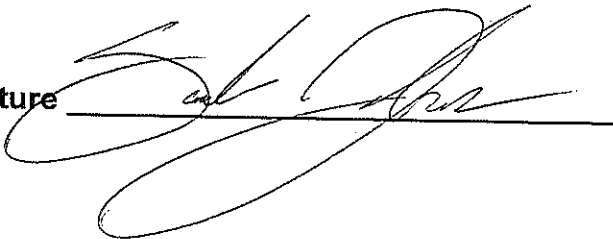
SJ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

SJ 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.

SJ 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

01/15/18

Bartenders Test

Score 20 / 35

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
- A 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"

E Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

D "Float"

H "Back"

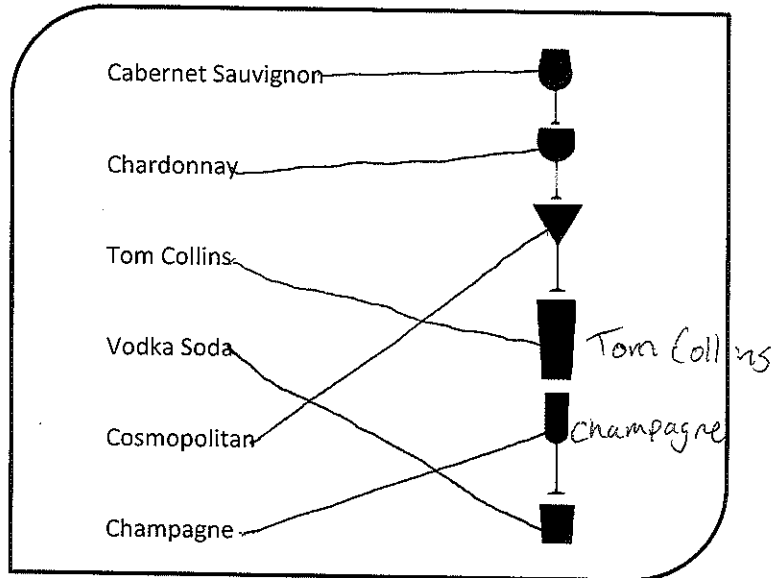
- ~~a)~~ Used to crush fruits and herbs for craft cocktail making
- ~~b)~~ Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- ~~c)~~ To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- ~~d)~~ To pour ½ oz of a liquor on top
- ~~e)~~ Used 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

Bartenders Test

Score / 35

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): 1800, Patron, ~~Hennessy~~ Hennessy

What are the ingredients in a Manhattan? 2oz whisky/scotch, 6-8 drops vermouth

What are the ingredients in a Cosmopolitan? 1 1/2 oz vodka, 1/2 oz triple sec, splash cranberry

What are the ingredients in a Long Island Iced Tea? 1/2 oz tequila, 1/2 oz triple sec, 1/2 oz vodka, 1/2 oz rum, 1/2 oz gin, 2oz sour

What makes a margarita a "Cadillac"? top shelf liquors

What is simple syrup? sugar water

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

No it is not.


What should you do if you break a glass in the ice? Get all the pieces and if not empty the ice and get new ice.


When is it OK to have an alcoholic beverage while working? It is never okay.

What does it mean when a customer orders their cocktail "dirty"? Olive juice.

What are the ingredients in a Margarita? 1 1/2 oz tequila, 1/2 oz triple sec, 1/2 oz olive juice, 2oz sour, salted rim and lime wedge

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 E-Verify Logo

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018015152744ZV

Report Prepared: 01/15/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Johnson

First Name: Sarah

Date of Birth: 07/10/1997

Social Security Number: *** ** 1653

Hire Date: 01/15/2018

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: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 07/01/2018

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 01/15/2018

Case Submitted By: SSHA2488

Closed On: 01/15/2018

Closed By: SSHA2488

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

SENSITIVE BUT UNCLASSIFIED