

Interview Note Sheet

Applicant Information	
Name: <u>Erin Manville</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>1/18/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Bartender, Barista, Barback</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
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 1 in Food Service/Hospitality

Erin L. Manville is a current student at Kansas State university. Her current job position barista. She just graduated as a bartender. She attended the bartender school in Mo. She wants to start out as a barback first.

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

Transportation
<u>Car</u> Public Transit Carpool (Rider / Driver)

Regions Available to work:
<u>Kansas City, KS</u> Overland Park, KS <u>Kansas City, MO</u> Independence, MO

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

Availability
<u>Open</u> AM only PM only Weekdays only Weekends only

Details: _____

Uniforms Owned:
<u>Bistro</u> Black Bistro Tuxedo 1/2 Tuxedo Black Vest <u>Long Black Tie</u> Chef Coat Chef Pants Knives <u>Black Pants</u> Non-Slip Shoes <u>Bow Tie</u> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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ERIN L MANVILLE

518 Sunset Ave, Manhattan, KS 66502 | 31erinm@gmail.com | (816) 872-5003

EDUCATION | KANSAS STATE UNIVERSITY, MANHATTAN, KS
EXPECTED: MAY 2020

B.S. in Food Science and Industry

NORTH PLATTE, DEARBORN, MO
GRADUATED MAY 2016 – GPA 3.95

Dual Credit Courses Complete in High School: Biology, Chemistry, College Algebra, Computers, Composition I, Fitness and Wellness, Psychology, and Public Speaking

INTERNATIONAL SCHOOL OF PROFESSIONAL BARTENDING, KANSAS CITY, MO
GRADUATED JANUARY 2018

EXPERIENCE | FAMILY FARM AGRICULTURE PRODUCTION, CAMDEN POINT, MO
5/12-8/16

Manager of garden sales, production, and marketing

RAMADA INN HOTEL, PLATTE CITY, MO
5/16-8/16

Full-time breakfast attendant; Part-time front desk receptionist

WEST HALL COMMUNITY ASSISTANT, MANHATTAN, KS
9/16-5/17

Front desk receptionist

PARADISE LOCKER MEATS, TRIMBLE, MO
5/17-8/17; PRESENT

Summer Intern: retail, processing, food safety, and data analysis

KANSAS STATE FOOD SCIENCE REPRESENTATIVE, MANHATTAN, KS
8/17-PRESENT

Student recruitment leader; Workshop host; Event planning; Social outreach

RADINA'S COFFEE, MANHATTAN, KS
12/17-PRESENT

Barista and customer service

VOLUNTEERISM | Homecare & Hospice, Manhattan, KS

- Companionship to those in need, preparing meals/baking for families/patients, taking clients to appointments.

Hillcrest Thrift Store, Platte City, MO

- Assisted in customer service tasks and product organization.

LEADERSHIP |

- Research Chefs Association| Silver Medalist for Pastry Culinary Competition
- Active Researcher for Kansas State University
- Research Chefs Association Student Committee Member
- Alpha Delta Pi Sorority| Community Service Group Leader; Risk Management Advisor
- Kansas State Honor Student
- Alpha Zeta Agriculture Honorary| Ag Council Representative
- Food Science Club| Treasurer

SPECIAL SKILLS |

- Food Handlers License
- Customer Service Oriented
- Proficient in Word, Excel, and PowerPoint



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 Erin Lynne Manville Date: 1/17/2018
 Home Telephone () Y Other Telephone (816) 872-5003
 Present Address 518 Sunset Ave Manhattan KS 66502
 Permanent Address, if different from present address: 13600 Pleasant Grove RD CamdenPoint MO
 Email Address 31erinm@gmail.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 Merrill 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	<u>Anytime</u>						<u>Anytime</u>
PM	<u>Anytime</u>					<u>4-?</u>	<u>Anytime</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

Sarah Johnson! friends

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.) _____

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
North Platte HS	Dearborn MO	HS Diploma	2016
Kansas State University Manhattan KS			
Do you have any special licenses, certificates or special training? If so please list under "Special."		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>

Special: Food Handlers License / Graduated bartending school
basic microsoft programs / experience with various retail programs

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 X No _____ If so, may we contact your current employer? Yes _____ No _____

Name and Address of Employer Radina's 2809 Claflin Rd Manhattan, KS

Type of Business Coffee Shop Telephone No. (785) 320-5266 Supervisor's Name Maggie

Your Position and Duties Barista: make coffee, customer service, clean, prep food as well

Dates of Employment: From 12/17 To Present

Reason for Leaving: _____

Name and Address of Employer Kansas State University Manhattan, KS

Type of Business Education Telephone No. (785) 532-6011 Supervisor's Name Dr. Kelly Getty

Your Position and Duties Food Science Representative: tour prospective students, host work shops, do reach-out events

Dates of Employment: From 7/17 To Present

Reason for Leaving: _____

Name and Address of Employer Paradise Locker Meats Trimble, MO

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Your Hospitality Staffing Professionals

Type of Business Meat Processing plant Telephone No. () Supervisor's Name Louis Fantasma
Your Position and Duties Intern: food safety, quality control, worked on establishing an inventory system, worked processing line
Dates of Employment: From 5/17 To 8/17
Reason for Leaving: Summer Internship

Name and Address of Employer _____

Type of Business _____ Telephone No. () Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From 9/09 To 9/09

Reason for Leaving: Relief

Have you ever been fired from any previous place of employment? If so, please explain: _____

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: Beth Merrill Telephone No. (913) 915-3477

Address _____

Occupation: Bartending Relationship: Teacher Number of Years Acquainted: 21

Name: Nick Fantasma Telephone No. (816) 935-6192

Address _____

Occupation: Retail Manager Relationship: boss Number of Years Acquainted: 1

Name: Michelle Johnson Telephone No. (816) 262-2118

Address _____

Occupation: Principal Relationship: teacher/ principal Number of Years Acquainted: 10



Please Read Carefully, Initial Each Paragraph and Sign Below

EM

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.

EM

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.

EM

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.

EM

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.

EM

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 Erin Merrill Date 1/17/18

Bartenders Test

Score / 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
- 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

7/99

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

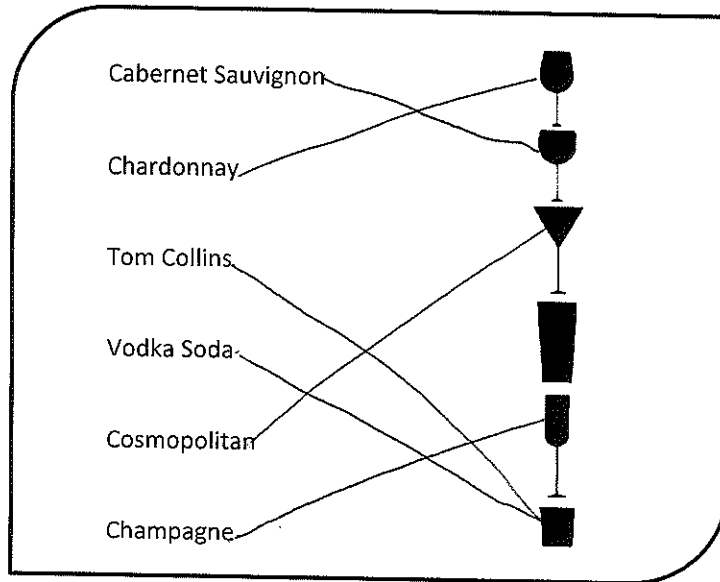
D "Float"

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

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): Patron 1800 Knob Creek

What are the ingredients in a Manhattan? Whiskey dry vermouth

What are the ingredients in a Cosmopolitan? Vodka Triple-Sec lime Sour Cranberry

What are the ingredients in a Long Island Iced Tea? Gin Tequila Vodka Triple-Sec Rum Sour

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

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 legal to pour liquor from one to another.

What should you do if you break a glass in the ice? dump ice; clean bucket; get more ice

When is it OK to have an alcoholic beverage while working? ~~NOPE~~ NOPE

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

What are the ingredients in a Margarita? Tequila Triple-Sec lime Sour

Coke/ Cola



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018017174358FV

Report Prepared: 01/17/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Manville

First Name: Erin

Date of Birth: 12/17/1997

Social Security Number: *** ** 5774

Hire Date: 01/17/2018

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: 12/17/2018

Case Status Information

Current Case Result: Verification in Process

Employer Case ID:

Case Submitted On: 01/17/2018

Case Submitted By: DZAM1545

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