

Interview Note Sheet

Applicant Information

Name: Joshua Williams

Date: 2/13/18

Position (s) Applied for:

Server, Barback, Bartender

Interviewer: Steven Gonzalez

Rate of Pay:

Referred by:

Test Scores

Server	29/35	83%	Bartender	31/35	88%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Joshua is working for All-team currently. He is a server and bartender.

work experience

[Hotel Raphael]
[All-team]

Total of ✓ in Food Service/Hospitality

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

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:

Could 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: Joshua Williams
Email: jwilliams@RAINS@gmail.com
Phone number: 816-433-1552

Working Experience:

Company Name: PERSONAL TRAINER
Dates of Employment: 1/2017 - PRESENT

Job Responsibility:

- SERVER
- BARTENDER
-
-

Company Name: SELF EMPLOYED
Dates of Employment: 2010 - PRESENT

Job Responsibility:

- PERSONAL TRAINER
- PERSONAL CHEF
-
-

Company Name: HOTEL RAPHAEL
Dates of Employment: 9/2015 - 1/2016

Job Responsibility:

- SERVER / CHAZ ON THE PLAZA
-
-
-

Skills

- ABILITY TO CHANGE PRIORITIES QUICKLY
- GUEST ORIENTED
- COMFORTABLE IN FAST-PACED ENVIRONMENTS



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 Joshua Williams Date: 2/13/18
Home Telephone (816) 433-1552 Other Telephone ()
Present Address 350 EAST ARMOUR BLVD #603 KANSAS CITY, MO 64111
Permanent Address, if different from present address: _____
Email Address jwilliamsfrans@gmail.com

EMPLOYMENT DESIRED

Position applying for: BARTENDER / SERVER Salary desired: \$10.00 +
Are you currently registered with any staffing and/or employment agencies? If so, please list
YES - ALL TEAM
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 _____ 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.) _____

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?
ALLEGANY HIGH	CORNINGTON, VA	DIPLOMA	YES
J.S. REYNOLDS	RICHMOND, VA		NO
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 ALL TEAM

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

Your Position and Duties

Dates of Employment: From 1/17 To PRESENT

Reason for Leaving:

Name and Address of Employer HOTEL RAPHEAL / CHAZ ON THE PLAZA

Type of Business REST Telephone No. () Supervisor's Name DONNA BRAZIL

Your Position and Duties

Dates of Employment: From 9/15 To 1/16

Reason for Leaving: STARTED OWN BUSINESS

Name and Address of Employer KANSAS CITY, MO.

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

Your Position and Duties _____

Dates of Employment: From _____ To _____

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 _____

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 ☐
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: ANNETTE ORTEGA Telephone No. (415) 879-7379

Address SAN FRANCISCO, CA

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: TAMMY H Telephone No. (816) 350-9411

Address KANSAS CITY, MO

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: BRAD HILTCHER Telephone No. (202) 544-3842

Address WASHINGTON, D.C.

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name Joshua Williams

Servers Test

Score 29 / 35

Multiple Choice

- a 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
- d 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
- d 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
- a 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
- b 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
- a 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

7.83

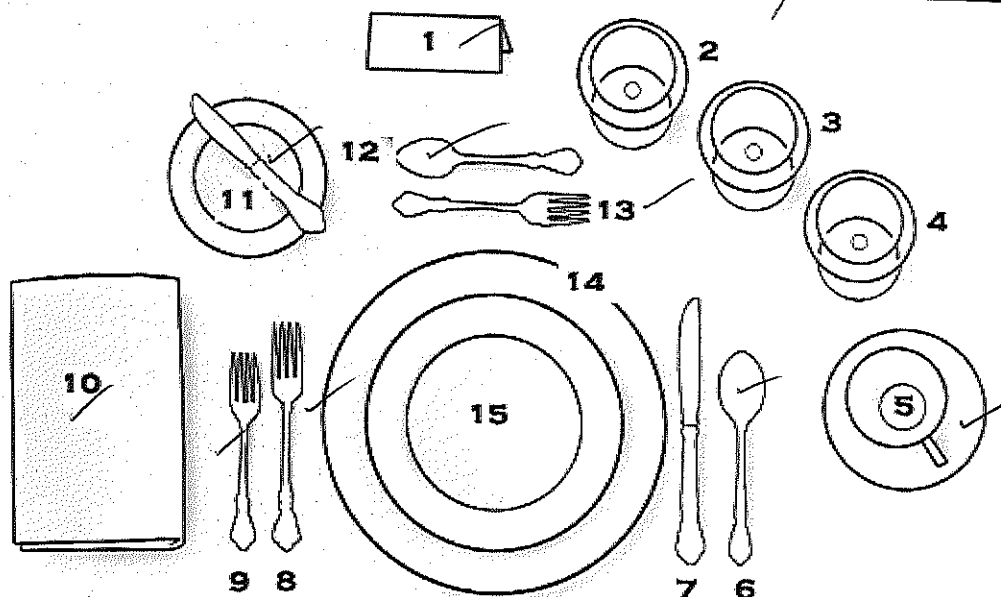
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> 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) |
| <u>A</u> Chaffing Dish | C Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | D Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F Used to open bottles of wine |
| <u>C</u> Tray Jack | G Style of dining in which the courses come out one at a time |

Name Johna Allen

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>3</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>2</u> | Wine Glass (White) |
| <u>4</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 1/2 - 1 inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream & sugar
- Synchronized service is when: all servers are in unison
- What is generally indicated on the name placard other than the name? Table #
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
inform the kitchen if not already preordered

Bartenders Test

Score 31 / 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

1. 88

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

A Shaker Tin

i "Neat"

a Muddler

b Strainer

e Jigger

f Bar Mat

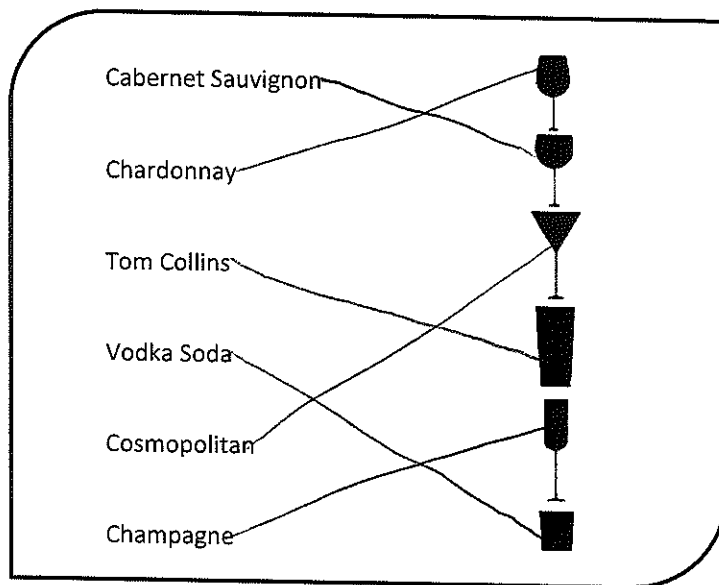
d "Float"

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): GREY GOOSE, Blenlivet, MAJER MARK

What are the ingredients in a Manhattan? BOURBON / SWEET VERMOUTH

What are the ingredients in a Cosmopolitan? VODKA, SWEET & SOUR, LIME

What are the ingredients in a Long Island Iced Tea? VODKA, GIN, RUM, TEQUILA, TRIPLE SEC, - COKE

What makes a margarita a "Cadillac"? ORANGE JUICE

What is simple syrup? SUGAR WATER / DISSOLVED

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

YES / "MARRYING"

What should you do if you break a glass in the ice? MELT ALL THE ICE

When is it OK to have an alcoholic beverage while working? NEVER

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

What are the ingredients in a Margarita? TEQUILA, TRIPLE SEC, SWEET & SOUR, SPLASH LIME

SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018044131520BT

Report Prepared: 02/13/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Williams

First Name: Joshua

Date of Birth: 06/07/1972

Social Security Number: *** ** 0412

Hire Date: 02/13/2018

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 02/13/2018

Case Submitted By: DZAM1545

Closed On: 02/13/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED