

Interview Note Sheet

Applicant Information	
Name: <u>Caleb Dewolf</u>	Interviewer: <u>Steven Gonzalez</u>
Date: <u>03/23/18</u>	Rate of Pay: \$ <u>9.25 - \$10.00</u>
Position (s) Applied for: <u>Bartender</u>	Referred by: <u>Walk in</u>

Test Scores					
Server	/35	%	Bartender	<u>35</u> /35	<u>100</u> %
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p><u>works at Starbucks as a cashier, drink making and shift supervisor as well.</u></p>
<p>P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____</p>

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

Regions Available to work:
<input checked="" type="radio"/> Kansas City, KS <input checked="" type="radio"/> Overland Park, Kansas <input checked="" type="radio"/> Kansas City, MO <input checked="" type="radio"/> Independence, MO

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

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only
Details: _____

Uniforms Owned:
<input checked="" type="radio"/> Bistro <input type="radio"/> Black Bistro <input type="radio"/> Tuxedo <input type="radio"/> 1/2 Tuxedo <input type="radio"/> Black Vest <input type="radio"/> Long Black Tie <input type="radio"/> Chef Coat <input type="radio"/> Chef Pants <input type="radio"/> Knives <input checked="" type="radio"/> Black Pants <input checked="" type="radio"/> Non-Slip Shoes <input type="radio"/> Bow Tie <input type="radio"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
---	-----------------------	-------------------------

Acrobat

outsourcing

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

First and Last Name: Caleb Dewolf
Email: caleb.dewolf@gmail.com
Phone number: 913 223 5222

Working Experience:

Company Name: Starbucks
Dates of Employment: January 2016 - present
Job Responsibility:

- Cleaning, stocking, prepping
- Customer service, drink making
- Shift supervisor - Direction + delegation
- Cash handling, inventory, etc.

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

-
-
-
-

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

-
-
-
-

Skills

- Ability to make quality customer connections
- Comfortable in high pressure situations
- Pride in quality of beverages
-

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 Caleb J Dewolf Date: 03/23/2018
 Home Telephone (913) 223 5222 Other Telephone ()
 Present Address 13169 England St. Overland Park KS 66213
 Permanent Address, if different from present address: _____
 Email Address caleb.dewolf@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	✓					✓	✓
PM	✓					✓	✓

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

May 19-27

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 ___

Acrobat

outsourcing
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.) _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Various + homeschool		12th	YES
JCCC		Some college credits	
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 School, 2-3 yrs barista 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 _____

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

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: _____

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: _____

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: _____

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: _____ Telephone No. (____) _____

Address _____

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

Name: _____ Telephone No. (____) _____

Address _____

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

Name: _____ Telephone No. (____) _____

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ 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.

_____ 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.

_____ 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.

_____ 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.

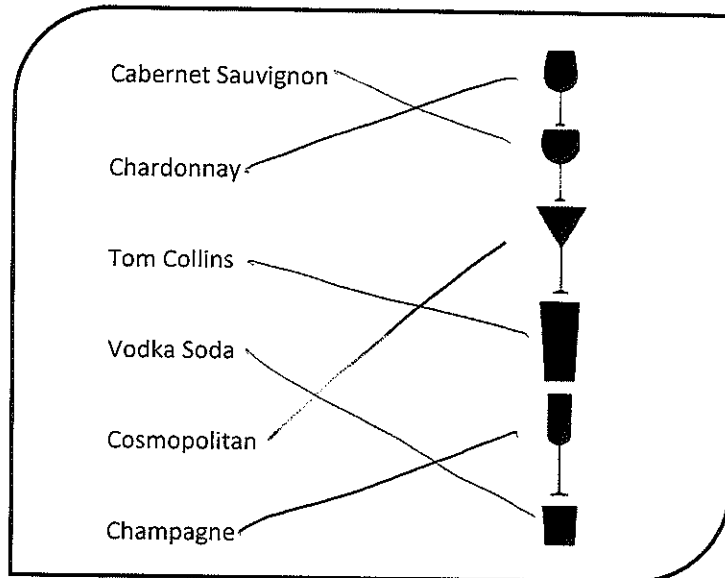
_____ Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree 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** _____

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, Patrón, Tanqueray 10
- What are the ingredients in a Manhattan? Whiskey + Vermouth
- What are the ingredients in a Cosmopolitan? Lemon Vodka
- What are the ingredients in a Long Island Iced Tea? All the clear hell liquors, sweet + sour, coke + paper.
- What makes a margarita a "Cadillac"? Galliano and top shelf ingredients
- What is simple syrup? Sugar + water
- Is it legal to pour liquor from one bottle into another? What is this called? (2 points)
Not legal, marrying?
- What should you do if you break a glass in the ice? Drain and clean the bin
- When is it OK to have an alcoholic beverage while working? Nope
- What does it mean when a customer orders their cocktail "dirty"? Olive juice
- What are the ingredients in a Margarita? Tequila, orange liquor, lime juice, sweet + sour



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018086150146MU

Report Prepared: 03/27/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Dewolf

First Name: Caleb

Date of Birth: 06/21/1996

Social Security Number: *** ** 2884

Hire Date: 03/27/2018

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: 03/27/2018

Case Submitted By: DZAM1545

Closed On: 03/27/2018

Closed By: DZAM1545

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

SENSITIVE BUT UNCLASSIFIED