

## 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 MELISSA MERRILL Date: 4/12/18  
 Home Telephone (415) 637-4503 Other Telephone ( )  
 Present Address 81 B HOFF ST, SF, CA, 94110  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address MELISSA.MERRILL602@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Bar tender Salary desired: Standard

Are you currently registered with any staffing and/or employment agencies? If so, please list

No

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? ASAP

***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							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
NO

### 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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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.)

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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?
OYSTER RIVER	Burham NH	HHS Diploma	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: Aloha, Apple, various, 10+ years Bar and Restaurant work in SF.			

## 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 PBC, Warfield/Regency Ballroom

Type of Business MUSIC Venue Telephone No. ( ) Supervisor's Name Bruce Segura

Your Position and Duties Service Bartender in Busy MUSIC Venue / event Space Bar

Dates of Employment: From 2016 To Present

Reason for Leaving: Shift There

Name and Address of Employer The Lone Palm

Type of Business Neighborhood BAR Telephone No. ( ) Supervisor's Name Jane

Your Position and Duties Neighborhood Bartender, opening and closing duties, keyholder

Dates of Employment: From 2016 To Dec 2017

Reason for Leaving: Travel

Name and Address of Employer ViraZootta

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Your Hospitality Staffing Professionals

Type of Business Bar/Venue Telephone No. ( Closed ) Supervisor's Name Closed  
Your Position and Duties Bar manager for small event  
Space bar, ordering, inventory, staffing

Dates of Employment: From 2014 To 2016

Reason for Leaving: Closed

Name and Address of Employer

Lefty Odars Restaurant/Cocktail lounge  
Type of Business Bar Restaurant Telephone No. ( Closed ) Supervisor's Name Closed  
Your Position and Duties Cocktail Server

Dates of Employment: From 2013 To 2014

Reason for Leaving: New job

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

## 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: Katie Digiavanni Telephone No. (415) 350-4856

Address \_\_\_\_\_

Occupation: Bar tender Relationship: Co Worker Number of Years Acquainted: 5+

Name: Joanna Lioi Telephone No. (949) 291-8595

Address \_\_\_\_\_

Occupation: Manager Relationship: Manager Number of Years Acquainted: 10+

Name: Janet Clyde Telephone No. (415) 595-9110

Address \_\_\_\_\_

Occupation: Bar Owner Relationship: Employer Number of Years Acquainted: 10+

**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.

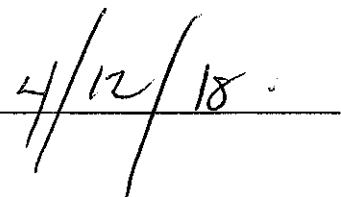
Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that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



**Bartenders Test**

**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

**Vocabulary** (9 points)

Match the word to its definition

C "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

I "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

B Strainer

e.) Used to measure the alcohol and mixer for a drink

E Jigger

f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

g.) Used on the bar top to gather spills

D "Float"

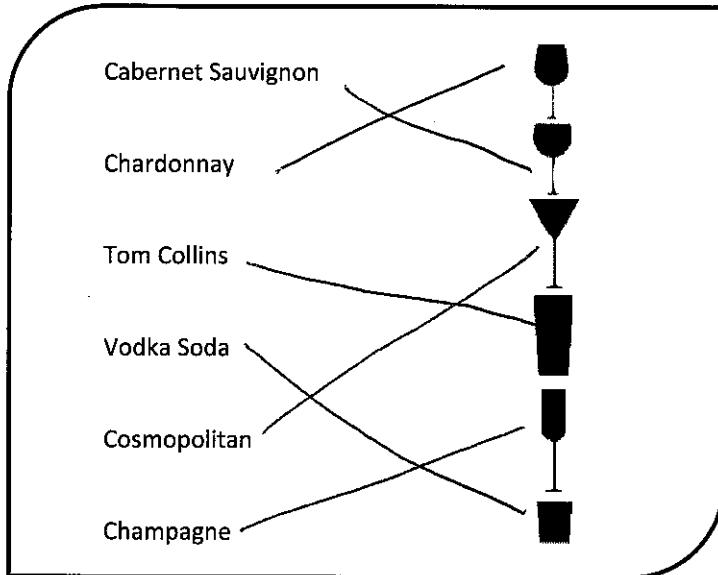
h.) Requesting a separate glass of another drink

H "Back"

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, Knob Creek, Hendrick's

What are the ingredients in a Manhattan? Bourbon, Sweet Vermouth, Bitters

What are the ingredients in a Cosmopolitan? Vodka, Triple Sec, Lime, Cranberry

What are the ingredients in a Long Island Iced Tea? Vodka, Gin, Rum, Tequila, Simple, Lemon

What makes a margarita a "Cadillac"? Gran Marnier, Coke

What is simple syrup? Sugar dissolved in Water

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

No. Marrying.

What should you do if you break a glass in the ice? Burn it, Always

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

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

What are the ingredients in a Margarita? 1) Tequila, Fresh lime, Agave, Salt Rim  
2) Tequila, Triple Sec, Selt/Sour, Salt