

Interview Note Sheet

Applicant Information	
Name: <u>Mitchell Murphy</u>	Interviewer: <u>5/11/18</u>
Date: <u>5/11/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Bartender</u>	Referred by:

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

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Mitchell Murphy - recently pass his bartending school. He wants to work with Acrobat as a bartender.

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

Transportation
<input checked="" type="radio"/> Car <input checked="" 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 type="radio"/> Kansas City, MO <input type="radio"/> Independence, MO

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> 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 type="checkbox"/> Bistro <input checked="" type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input checked="" type="checkbox"/> Long Black Tie <input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____

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

Mitchell Murphy

2115 Sylvan Street, Emporia, KS Apt. 1, Emporia, KS 66801 | (620) 437-7138 | mitch.murphy05@gmail.com

Skills

- Good multitasking skills
- Strong initiative
- Coachable
- Effective Communication skills
- Dependable and Reliable
- Can adapt quickly
- Team player
- Technologically inclined

Work Experience

Delivery Driver, Pizza Hut -Emporia, KS 66801

August 2017-January 2018

Job description: Take one to four orders at one time, constantly moving. Prepared dough as orders were completed as well as wings. Always stocking supplies throughout store. Had routine cleaning every night. Helped co-workers with any tasks they needed done. Delivered pizza in a timely, yet safe manner.

Pharmacy Tech, Newman Reginal Health -Emporia, KS 66801

July 2017-December 2017

Job Description: Restock orders throughout the day as needed. Restock medications as needed throughout day. Assist customers that approach customer service window as well as communicate effectively with staff about customers' needs. Record expired medications and dispose of old medications. Stocking shelves and answering phone calls. Alert for when "at risk" customers need emergency medications.

Ironworker, Leiser Construction LLC- Madison, KS

January 2016-July 2017

Job Description: Complete work as a team, with clear communications. Main goal is to keep everyone safe. Prepare materials in the shop for installation. Appear to work site to begin building structures. Routine maintenance equipment. Review all rigged beams, columns, or joists to ensure they are anchored appropriately. Prepare compressors, machines and materials.

Education

High School Diploma- Madison High School- Madison, KS

Graduation Date: May 2014

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 Mitchell Murphy Date: 5/1/18
 Home Telephone (620) 437-7138 Other Telephone () _____
 Present Address 1215 Sylvan Apt 1 Emporia, KS 66701
 Permanent Address, if different from present address: _____
 Email Address Mitch.murphy05@gmail.com

EMPLOYMENT DESIRED

Position applying for: Bartending Salary desired: _____
 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? today

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>						
PM							

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 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?
International School of Bartending	KC, MO	certificate	yes
Madison High School	Madison, KS	Diploma	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		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."		YES	<input checked="" type="radio"/> NO
Special: bartending certificate, software			

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

Address 2001 W. Baltimore Av. KC, MO 64108

Occupation: Teacher Relationship: Teacher Number of Years Acquainted: 3 months

Name: Jerry Watts Telephone No. (620) 583-9512

Address 1927 365th St. Madison, KS 66801

Occupation: Iron Worker/Welder Relationship: Supervisor Number of Years Acquainted: 2

Name: Connor Clouse Telephone No. (913) 980-1118

Address 2920 W. 18th Ave Emporia, KS 66801

Occupation: Delivery Driver Relationship: coworker Number of Years Acquainted: 7 months

Please Read Carefully, Initial Each Paragraph and Sign Below

MM 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.

MM 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.

MM 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.

MM 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.

MM 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

Metalik M. [Signature]

Date

5/1/18

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

100%

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 1/2 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

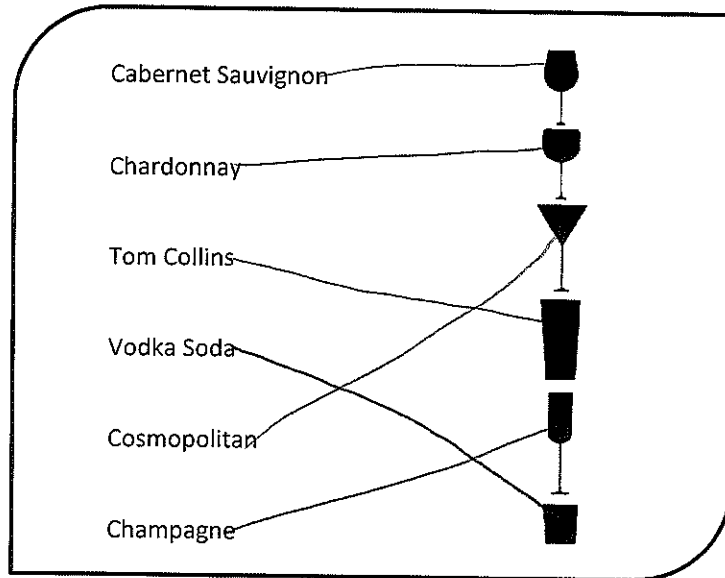
g.) Used on the bar top to gather spills

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, Cointreau, Patron

What are the ingredients in a Manhattan? bitters, cherry, whiskey

What are the ingredients in a Cosmopolitan? tequila, lemon, vodka, cointreau, lime

What are the ingredients in a Long Island Iced Tea? vodka, rum, gin, tequila, triple sec, sour, coke

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

What is simple syrup? 1 part sugar 4 parts water

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? clean it out

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

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

What are the ingredients in a Margarita? tequila, triple sec, sour, lime



Case Verification Number: 2018121230215LY

Report prepared: 05/01/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: mitch murphy

Date of Birth: 09/11/1995

U.S. Social Security Number: ***-**-7544

Employee's First Day of Employment: 05/01/2018

Citizenship Status: U.S. Citizen

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 Information

Current Case Result: Closed

Case Submitted By: Diana Zamora

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close