

## Interview Note Sheet

Applicant Information	
Name: <u>Barabara Warner</u>	Interviewer: <u>Steven</u>
Date: <u>6/29/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Bartender</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	35 /35	10 %
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	
<p>Barbara is a full time waiter and finish her bartender course. She wants to bartend for us.</p>	<p>Total of _____ in Food Service/Hospitality</p>
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>	<u>Overland Park, Kansas</u>	Kansas City, MO	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:							
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: _____	
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?			Other Languages Spoken:	

**Barbara "Alex" Warner**  
4205 Goldfield St.  
Lawrence, Kansas 66049  
479.599.0086 (cell)  
yoursuccesscoach@gmail.com

## **GOAL**

- Bartender (part-time, including events, or full-time)

## **APPLICABLE SKILLS/QUALIFICATIONS**

- Bartending school
- Excellent communication skills
- Dealing with the public
- Student management
- Event planning
- Public relations
- Sales and marketing experience

## **APPLICABLE PROFESSIONAL EXPERIENCE**

### **ACADEMIC EXPERIENCE**

University of Kansas

- **Lecturer**, William Allen White School of Journalism and Mass Communications (media writing; strategic communications), Fall 2016-May 2017

### **BUSINESS EXPERIENCE**

- **Sales & Marketing Assistant**, *The Topeka Capital-Journal* and Gatehouse Communications, August 2017-March 2018, Topeka, Kansas
- **Barista**, July 2017-August 2017, Dillons' Starbucks kiosk, Lawrence, Kansas
- **Barista**, Starbucks, stand-alone store with drive-through, May 2015-July 2015, Jonesboro, Arkansas

### **WRITING EXPERIENCE**

- **Ghost-Writing**, medical book for Samantha Durland, M.D., Unite Healthcare, April 2018 to present, Lawrence, Kansas
- **Freelance Writing**, various projects, including the Douglas County Master Gardener Newsletter, January 2018 to present

## **EDUCATION**

- Certificate of Graduation, International School of Professional Bartending, Kansas City, Missouri, June 2018
- M.S., Journalism, University of Kansas
- B.A., English, University of Hawaii

## **COMMUNITY SERVICE**

- Master Gardener, Lawrence, Kansas (includes many community volunteer events)

~References Upon Request~

## 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 Barbara Ellen May Warner (nickname: Alex) Date: 6/20/18  
 Home Telephone (479) 599 0086 Other Telephone ( ) \_\_\_\_\_  
 Present Address 4205 Goldfield St., Lawrence, KS 66049  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address YourSuccessCoach@gmail.com

### EMPLOYMENT DESIRED

Position applying for: bartender Salary desired: \$10 plus / hour  
 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 ☐ either or gigs  
 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? now

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	<u>any</u>						

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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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?
Bachelors degree (English)	Honolulu, HI	?	yes
Masters in Journalism	Lawrence, KS	?	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: International School of Bartending ; pos systems - Starbucks ; other experience - sales, marketing, teaching, college students, event planning, management			

## 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 \_\_\_ N/A

Name and Address of Employer Freelance only Topeka Capital - Journal / Gatehouse Communications

Type of Business newspaper / sales/marketing / online services Telephone No. ( ) Supervisor's Name

Your Position and Duties Sales + marketing Asst - event planning & coordination, billing, customer service, getting bids, writing marketing, phone marketing, creating reports

Dates of Employment: From Aug '17 To Mar '18

Reason for Leaving: downsizing new company ownership chaotic & its downsizing affected us all

Name and Address of Employer Dillon's - Wakarusa location, Lawrence, KS

Type of Business Starbucks location in grocery store Telephone No. ( ) Supervisor's Name Kira

Your Position and Duties Barista, POS, create drinks to specifications, serve customers, stocking

Dates of Employment: From July '17 To Aug '17

Reason for Leaving: got f/t job with Topeka Capital - Journal

Name and Address of Employer University of Kansas

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Type of Business education Telephone No. ( ) Supervisor's Name Tom Volek  
Your Position and Duties Lecturer for undergraduate students in the School of Journalism  
Mass Communications in strategic communications (marketing) and  
media writing  
Dates of Employment: From (Aug) Fall '16 To May '17

Reason for Leaving: got full-time job

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: Beth Merrill Telephone No. (913) 915 3477

Address 2001 Baltimore St., KCMO 64106

Occupation: owner, international school of professional bartending Relationship: teacher Number of Years Acquainted: < 1

Name: Nancy Tompkins Telephone No. (785) 213 7853

Address 5225 SW West Drive, Apt. 5, Topeka, KS 66606

Occupation: retired/downsized Relationship: former work colleague Number of Years Acquainted: > 10  
obituary writer at Topeka Capital Journal

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**

*Bob Wane*

**Date**

*6/20/18*

## 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

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

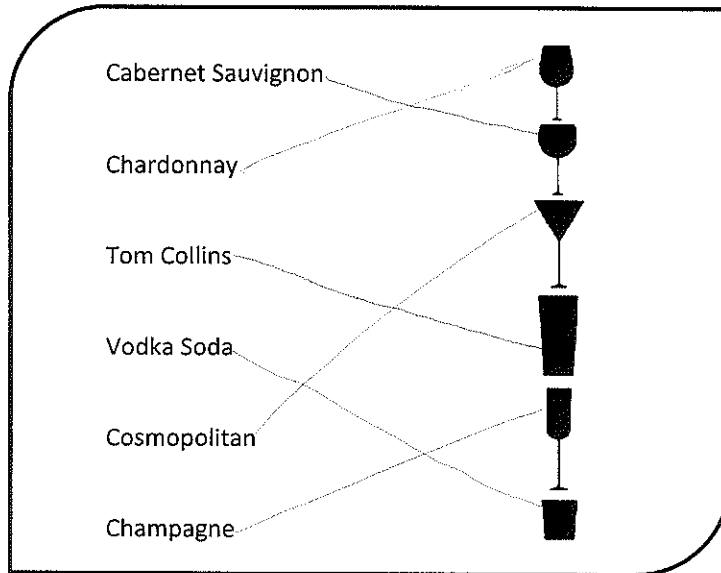
d "Float"

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 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): Tequila 1800, Crown Royal, Grey Goose

What are the ingredients in a Manhattan? Whiskey, sweet vermouth

What are the ingredients in a Cosmopolitan? lemon vodka, lime juice, cranberry, splash cranberry juice

What are the ingredients in a Long Island Iced Tea? vodka, gin, tequila, triple sec - top with coke  
(all well drinks that are clear)

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

What is simple syrup? 1/2 water, 1/2 sugar mixed well

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? toss ice, toss glass, clean out ice bin & ice in it

When is it OK to have an alcoholic beverage while working? no

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

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





## Case Verification Number: 2018172173955FB

Report prepared: 06/21/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** Barbara warner

**Date of Birth:** 06/30/1955

**U.S. Social Security Number:** \*\*\*-\*\*-8898

**Employee's First Day of Employment:** 06/21/2018

**Citizenship Status:** U.S. Citizen

### Document Information

**List B Document:** Driver's license or ID card issued by a U.S. state or outlying possession

**Expiration Date:** 06/30/2022

**State:** Kansas

**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