

Interview Note Sheet

Applicant Information

Name: <u>Barbara Warner</u>	Interviewer: <u>Sturm</u>
Date: <u>6/20/18</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:
<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Barbara is a full time writer and finish her bartender course. She wants to bartend for us.

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work

Kansas City, KS

Overland Park, Kansas

Kansas City, MO

Independence, MO

Certifications (many)

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:

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	<i>10:00</i>						
PM	<i>10:00</i>						

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.)

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?
Bynctor's degree (4 English)			yes
Widener University	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

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

freelance only

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

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

Your Position and Duties SALES 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: Administrative new company ownership chaotic + its downsizing affected us all Dillon's - Wakarusa location, Lawrence, KS

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

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

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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Your Hospitality Staffing Professionals

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

(Ang)

Dates of Employment: From fall '16 To May '17

media writing

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) 965 3477

Address 2001 Baltimore St., KCMO Telephone No. () 64106

Occupation: owner, bartender Relationship: teacher Number of Years Acquainted: ≤ 1

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

Address 5225 SW West Drive, Apt. 5, Topeka, KS Telephone No. () 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



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

ch 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 / 1.

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

l "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

A "Float"

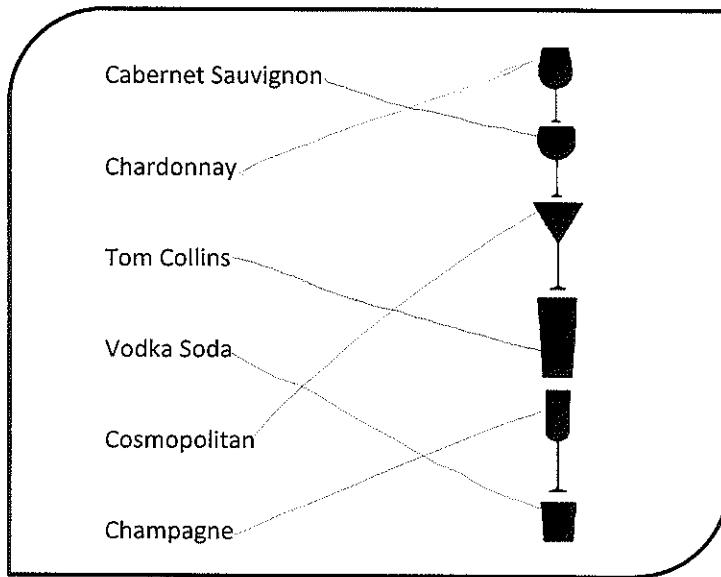
h.) Requesting a separate glass of another drink

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): 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, cointreau, splash cranberry juice

What are the ingredients in a Long Island Iced Tea? odka, gin, tequila, triple sec - top with coke

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? top ice, toss glass, clean out ice bin & ice

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