

Interview Note Sheet

Applicant Information

Name: Molly Carlson

Date: 6/27/18

Position (s) Applied for:

Bartender / Barback

Interviewer: Steven G.

Rate of Pay: \$ 10

Referred by:

Test Scores

Server	/35	%	Bartender	35/35	100 %
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Schedule

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Molly is currently server at Applebees. She finish her bartending course.

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 (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

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:

Molly “Matt” Carlson

Phone: (832) 205-0292 | E-mail: mcarlson793@gmail.com

Address: 938 S 4th St, Atchison, KS 66002

Summary

Bright, excitable, hard working person who loves to learn and improve. Graduate of the International Bartending School in Kansas City.

Key Strengths and Abilities

- Very quick learner
- Strong communication skills
- Familiarity with MICROS system, POS system
- Memorized over 175 cocktail recipes
- Knowledge of alcohol laws of Kansas and Missouri
- Basic math skills
- Friendly, personable, and easy-going

Education

40 hour course - Bartending Certification | August 2016 | International School of Professional Bartending | Kansas City, MO

East Asian Languages and Cultures BA | May 2016 | University of Kansas | Lawrence, KS

Work Experience

Server | April 2018 – Present | Applebee’s Neighborhood Bar + Grill | Leavenworth, KS

Provided a pleasant dining experience for customers while focusing on accuracy of orders and communication with the back of house.

Bartender | November 2016 – June 2017 | Turn 2 Sports Lounge at Hollywood Casino | Kansas City, KS

Sunday-Tuesday worker. 20 seat bar with food responsibilities in addition to cocktail mixing and serving beer.

Weekend Warrior | March 2016 – September 2016 | Amarr/Entrematic | Lawrence, KS

Adaptive position in a garage door factory. Performed record-keeping and quality control.

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 Molly "Matt" Carlson Date: June 27 2018
 Home Telephone () _____ Other Telephone (832) 205 6292
 Present Address 938 S 4th St Atchison, KS 66002
 Permanent Address, if different from present address: _____
 Email Address mcarlson793@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
N/A
 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 Both 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? July 31st

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	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

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 _____. 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?
University of Kansas	Lawrence, KS	BA	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: Bartending certification, Excel, word, MICROSOFT System			

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 Applebee's 2912 54th St, Leavenworth KS 66048

Type of Business ~~Food & Restaurant~~ Telephone No. (913) 58-1010 Supervisor's Name

Your Position and Duties Server

Dates of Employment: From Apr 2018 To present

Reason for Leaving: N/A

Name and Address of Employer Turn 2 at Hollywood Casino

Type of Business Sports bar Telephone No. (913) 288-9300 Supervisor's Name Renee Bell/Matt Williams

Your Position and Duties Sunday - Tuesday bartender. Filled drink & food orders, to-go orders

Dates of Employment: From Nov 2016 To June 2017

Reason for Leaving: To take care of mom

Name and Address of Employer Amarr/Entrematic 3800 Greenway Cir, Lawrence, KS 66046

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Your Hospitality Staffing Professionals

Type of Business Factory Telephone No. () Supervisor's Name Gary Tyrone
Your Position and Duties Weekend warrior - performed various duties on the garage door factory line

Dates of Employment: From Mar 2016 To Sept 2016

Reason for Leaving: Married

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: _____

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: Renee Bell Telephone No. (913) 232-6087

Address _____

Occupation: _____ Relationship: Manager at Turn 2 Number of Years Acquainted: 1 1/2

Name: Matt Williamson Telephone No. (207) 356 1783

Address _____

Occupation: _____ Relationship: Assistant manager at Turn 2 Number of Years Acquainted: 1

Name: _____ Telephone No. ()

Address _____

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

Please Read Carefully, Initial Each Paragraph and Sign Below

MNC

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.

MNC

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.

MNC

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.

MNC

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.

MNC

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

Nelly Calhoun

Date

June 27 2018

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

point

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

E Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

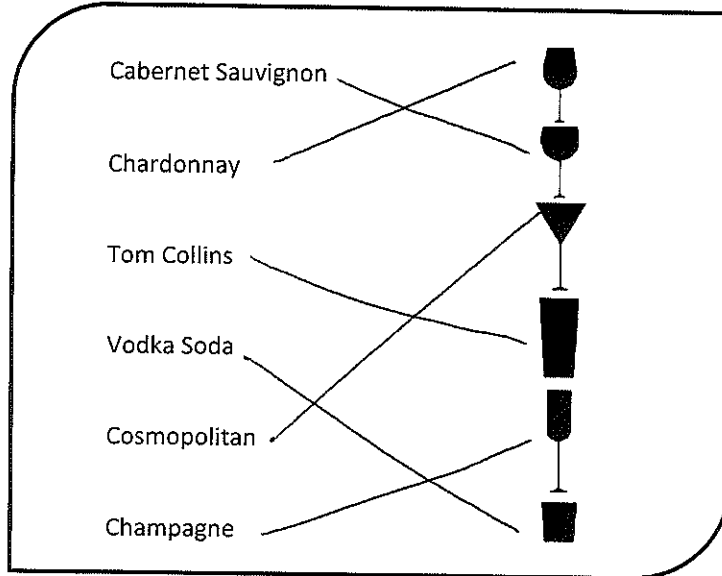
D "Float"

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): 1800, Godiva, Galliano

What are the ingredients in a Manhattan? Bourbon and sweet vermouth

What are the ingredients in a Cosmopolitan? Citrus Vodka, Cointreau, Rose's Lime Juice, Cranberry

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

What makes a margarita a "Cadillac"? Jose Cuervo Gold, Cointreau, Grand Marnier, salt

What is simple syrup? Sugar water (anywhere from 4:1 to 1:1 water:sugar)

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 all of the ice & clean out the reserve

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, Lime juice, sour



Case Verification Number: 2018179205149FG

Report prepared: 06/28/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Molly carlson

Date of Birth: 07/20/1993

U.S. Social Security Number: ***-**-1345

Employee's First Day of Employment: 06/28/2018

Citizenship Status: U.S. Citizen

Document Information

List A Document: U.S. Passport or Passport Card

Document Number: 511969426

Expiration Date: 11/22/2023

Case Information

Current Case Result: Closed

Case Submitted By: Diana Zamora

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close