

# Interview Note Sheet

## Applicant Information

Name: Summer Brown	Interviewer: Steven
Date: 7/2018	Rate of Pay: \$ 10
Position (s) Applied for: Bartender	Referred by:

Test Scores						Seeking
Server	/35	%	Bartender	/35	97 %	
Prep Cook	/20	%	Barista	/15	%	
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/14	%	

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Summer wants to bartend with Acrobat. She is ready for full bar only.

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:

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Summer Brown  
Email: Slb.smiles46@gmail.com  
Phone number: (816) 401-9468

### Working Experience:

Company Name: Sinbad's  
Dates of Employment: June 2015 - March 2016

Job Responsibility:

- Customer Service
- Open/Closing
- Cash Register
- Inventory/Cleaning

Company Name: Chili's KC MO  
Dates of Employment: April 2016 - August 2016

Job Responsibility:

- Serving
- Customer Service
- Bussing
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Company Name: Price Chopper  
Dates of Employment: June 2014 - December 2014

Job Responsibility:

- bagging
- Customer Service
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### Skills

- Customer Service
- Cash handling
- Computer Software (microsoft Word, ect)
- Multi-tasking

## 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 Summer Brown Date: 7.17.2018  
 Home Telephone (816) 401 9463 Other Telephone ( )  
 Present Address 7860 NE 56th St KC MO  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address SibSmiles46@gmail.com

### **EMPLOYMENT DESIRED**

Position applying for: Bartender Salary desired: 12.00  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
Yes Staffing  
 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 Beth 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? Immediately

*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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM		/	/	/	/	/	
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 \_\_\_\_\_. 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.)

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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?
Excelsior Springs high	Excelsior Springs, mo	12 <sup>th</sup>	Yes
Missouri Valley College	Marshall, MO	—	NO
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: Microsoft, Linux, Trained @ bartending School, friendly			

## 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 \_\_\_\_\_

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 \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

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Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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 \_\_\_\_\_

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 Telephone No. (913) 915-3477

Address \_\_\_\_\_

Occupation: Bartender Instructor Relationship: Mentor Number of Years Acquainted: 1

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

SB 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.

SB 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.

SB 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.

SB 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.

SB 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 Ammer B.

Date July 17, 2018

**Bartenders Test**

**Score** / 35

**Multiple Choice** (6 points)

- 1) Carbonation \_\_\_\_\_ the rate of intoxication.
  - a) Slows down
  - b) Speeds up
  - c) Does nothing to
  
- 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
  
- 3) You can accept an expired ID as long as all other information is correct.
  - a) True
  - b) False
  
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
  - a) True
  - b) False
  
- 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
  
- 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"
- 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  $\frac{1}{2}$  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



## Case Verification Number: 2018198203209EG

Report prepared: 07/17/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** Summer Brown

**Date of Birth:** 01/09/1996

**U.S. Social Security Number:** \*\*\*-\*\*-6788

**Employee's First Day of Employment:** 07/17/2018

**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:** 01/09/2019

**State:** Missouri

**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