

Interview Note Sheet

Applicant Information																									
Name: <u>Jasmine Paulino</u>	Interviewer: <u>Debbie McKEE</u>																								
Date: <u>9/12/18</u>	Rate of Pay: <u>11.00</u>																								
Position(s) Applied for: <u>Barista</u>	Referred by: <u>Indeed</u>																								
<table border="1"> <tr> <td>Test Scores</td> <td colspan="3"></td> </tr> <tr> <td>Server</td> <td>/35</td> <td>% Bartender</td> <td>/30 %</td> </tr> <tr> <td>Prep Cook</td> <td>/15</td> <td>% Barista</td> <td>8/10 <u>65</u> %</td> </tr> <tr> <td>Grill Cook</td> <td>/40</td> <td>% Cashier</td> <td>/10 %</td> </tr> <tr> <td>Dishwasher</td> <td>/10</td> <td>% Housekeeping</td> <td>/16 %</td> </tr> </table>				Test Scores				Server	/35	% Bartender	/30 %	Prep Cook	/15	% Barista	8/10 <u>65</u> %	Grill Cook	/40	% Cashier	/10 %	Dishwasher	/10	% Housekeeping	/16 %		
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<p>Relevant Experience & Summary of Strengths</p> <p>Total of _____ in Food Service</p> <p>Worked in Times Square- made Starbucks products coffee, tea, lattes, espressos, not currently working- looking for full time hours- open availability (weekends ok)</p> <p style="text-align: right;">(S11)</p>																									
<p>P.O.S. Experience: Y / N details: _____</p> <p>Transportation: <input checked="" type="checkbox"/> Car <input checked="" type="checkbox"/> Public Transit <input type="checkbox"/> Carpool (Rider / Driver)</p> <p>Regions Available to work:</p> <table border="1"> <tr> <td>North NJ</td> <td>South NJ</td> <td>Central NJ</td> <td>Jersey Shore</td> </tr> </table> <p>Certifications (if any): <input checked="" type="checkbox"/> TIPS <input checked="" type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ Will Submit</p> <p>Availability: <input checked="" type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only</p> <p>Details: _____</p> <p>Uniforms Owned:</p> <table border="1"> <tr> <td>Bistro</td> <td>Black Bistro</td> <td>Tuxedo</td> <td>1/2 Tuxedo</td> <td>Black Vest</td> <td>Long Black Tie</td> </tr> <tr> <td>Chef Coat</td> <td>Chef Pants</td> <td>Kalves</td> <td>Black Pants</td> <td><input checked="" type="checkbox"/> Non-Slip Shoes</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td colspan="4"></td> <td colspan="2">Other: _____</td> </tr> </table> <p>Would you recommend this applicant for Aerobat Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Conversion Candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Other Languages Spoken: _____</p>				North NJ	South NJ	Central NJ	Jersey Shore	Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	Chef Coat	Chef Pants	Kalves	Black Pants	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Bow Tie					Other: _____	
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Debbie McKee <debbie@acrobotoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>
Reply-To: jasmiiinepaulino03@gmail.com
To: debbie@acrobotoutsourcing.com, josephine@acrobotoutsourcing.com

Fri, Sep 7, 2018 at 4:47 PM

Employment Application New Jersey

First Name	Jasmine
Last Name	Paulino
E-mail Address	jasmiiinepaulino03@gmail.com
Phone	9294366816
Address	73 Carnegie Ave
Unit or Number	3B
City, State	East Orange, New Jersey
Zip Code	07018
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Barista
Are you applying for:	Full-Time
When can you start?	09-12-2018
Can you work overtime?	Yes
How did you hear about us?	Referral
If you were referred, please tell us by whom:	Indeed
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM Saturday AM Sunday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	
Have you ever applied to or worked for Acrobat before?	No
Do you have any friends or relatives working for	

Acrobat? If so, please let us know who:

If hired, would you have reliable means of transportation to and from work? Yes

If hired, can you present evidence of your legal right to live and work in this country? Yes

State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes

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.)

Name of School John. F. Kennedy

City & State Bronx, newyork

Grade/Degree High school

Graduated? Yes

Do you have any special licenses? (If so, label under "Special") No

Are you computer literate? (If so, label which programs under "Special") No

Are you proficient with Point of Sale systems? (If so, label which under "Special") Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special") Yes

Special: Use to do Starbucks coffee.

Are you currently employed? No

Can we contact your current employer? Yes

Name and Address of Employer Travel Traders at the Marriott Marquis hotel
1535 Broadway Ave
Manhattan

Type of Business Gift shop

Phone Number (718) 354-0359

Your Position & Duties Cashier, barista, sales associate, stocking

Date of Employment (from/to): Nov/2016 to April/2018

Reason for Leaving Moved to New Jersey

Still Employed: No

Name and Address of Employer Duane reads
96 Columbus Ave
Manhattan, Newyork

Type of Business

Phone Number

Your Position & Duties Cashier, sales associate, stocking, pricing and putting up sales and tags

Date of Employment (from/to): July/2014 to aug/2015

Reason for Leaving Back to school

Still Employed: No

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed: No

Have you ever been fired from a previous place of employment? If yes, please explain:

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

First Name Sara

Last Name Kinder

E-mail Address saraleekinder@gmail.com

Phone (718) 354-0359

Relationship: Supervisor

Years Acquainted: 2 Years

First Name Stephanie

Last Name Custodio

E-mail Address

Phone (347) 439-3835

Relationship: Friend

Years Acquainted: 12

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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,

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital Signature
(Type Name):

Jasmine Paulino

Date:

09-07-2018

Please Attach Resume
Below

Jasmine Paulino.docx

You can [edit this submission](#) and [view all your submissions](#) easily.

B 1) After brewing a pot or kettle of coffee how long is the coffee good for until you need to re-brew?

- a) 20 minutes
- b) 30 minutes
- c) 60 minutes

SS/1

B 2) What are the basic ingredients of a Latte?

- a) Milk, Espresso, Whipped Cream
- b) Espresso, Steamed Milk
- c) Water, Espresso, and Foam

A 3) When making cup of tea for a customer, how long should you tell the customer to let the tea bags steep?

- a) 2 minutes
- b) 4 minutes
- c) 5 minutes

A 4) When steaming milk for a beverage, what temperature should you steam the milk to?

- a) 150-160 degrees
- b) 190-200 degrees
- c) 120-130 degrees

A 5) Once an Espresso Shot has been pulled from an Espresso machine, how long do you have to mix the shot with other liquid before the shot goes bad?

- a) 8 seconds
- b) 20 seconds
- c) 10 seconds

C 6) What do you do if a customer says their latte does not taste like there is espresso in it?

- a) Tell them you made the drink according to the recipe so it should be fine
- b) Apologize to the customer, then add another shot of espresso to their drink and encourage the customer to return
- c) Apologize to the customer and remake their drink according to standards
- d) Walk away and have another barista remake their drink

B 7) You can re-steam milk _____?

- a) Only Once
- b) Never
- c) Sometimes
- d) Always

A 8) What is the proper ratio of coffee grounds to water?

- a) 2 Tablespoons coffee to 6oz water
- b) 2 Tablespoons coffee to 8oz water
- c) 1 Tablespoon coffee to 6oz water
- d) 2 Teaspoons coffee to 8oz water

C 9) A customer requests a non-dairy coffee beverage and you are out of soy, what actions do you take?

- a) Make their drink with regular milk and hope they do not notice
- b) Apologize and ask the customer to come back tomorrow
- c) Apologize and inform the customer we are out of soy, and offer a beverage alternative
- d) Inform your manager we are out of soy

B 10) Decaffeinated coffee is 100% caffeine free?

- a) True
- b) False

B 11) What are the basic ingredients in a cappuccino?

- a) Coffee, Milk, Foam
- b) Espresso, Foam
- c) Espresso, Steamed Milk, Foam
- d) Espresso, Cream, Foam

D

C 12) What is a café au lait?

- a) Coffee, Steamed Milk
- b) Coffee, Cold Milk
- c) Coffee, Cream, Sugar
- d) Espresso, Cold Milk

D

C 13) What does "half caf" mean?

- a) Half cream and half regular milk
- b) Half as much coffee as normal
- c) Half regular and half decaf coffee

B 14) What does it mean when a customer requests their cappuccino "dry"?

- a) Less milk and more foam
- b) No milk and lots of foam
- c) Extra foam
- d) No foam and no milk

D

B 15) What is an Americano?

- a) Regular drip coffee
- b) Espresso with water
- c) Coffee with cream
- d) Iced coffee