

# Interview Note Sheet

Applicant Information	
Name: <u>Carlin Anne Lebrone</u>	Interviewer: <u>Steven</u>
Date: <u>10/10/18</u>	Rate of Pay:
Position (s) Applied for: <u>Bartender</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	<u>100</u> %
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<u>(Full-Time)</u>
Part-Time

## Relevant Experience & Summary of Strengths

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

Carlin Ann-

- experience bartender
- wants to work with Acrobat bartending and possible server

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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**Carlin Anne LeCrone**  
**7541 Pennsylvania Ave**  
**Kansas City, Missouri 64114**  
**(816)585-3212 carlinlecrone@gmail.com**

- Education** University of Missouri- Kansas City (Graduated in December 2016)  
5100 Rockhill Rd KCMO 64110  
Major in Spanish with a minor in business  
GPA 3.8  
Lee's Summit West High School (Graduated in May 2014)  
2600 SW Ward Rd, Lee's Summit, MO 64082  
Honors courses in English, Spanish, and math  
GPA 3.5/4.1 Class rank 80/411  
5100 Rockhill Rd KCMO 64110  
GPA 4.0
- Aptitudes** Quick Learner  
Self-motivated  
Know how to use QuickBooks, all of Microsoft Office and some AI and photoshop  
Speaks Spanish
- Honors & Awards** Principal's Honor Roll (9-12)  
Academic Award (10 & 12)  
National Honor Society (12)  
AA Degree from Longview (2015)
- Community Service** Built fences for REAP (10+ hours)  
Tutored at Hawthorne Hill (70+ hours)  
Lee's Summit Animal Shelter (15 hours)  
Lee's Summit Landfill (9 hours)
- Experience** Work at Schult Industries, Blue Springs, MO (July 2017- Present)
- Account Manager in charge of the entire Kansas City metro area.
  - Problem Resolution with products and customers.
  - Involved with the design process to final production.
  - Extremely self-motivated.
- Worked at Traffic Graphix, Lee's Summit, MO (March 2016-June 2017)
- Sole sales representative, I am in charge of the entire Kansas City Metro area.
  - I am highly self-motivated fore I am an independent contractor.
  - We work directly with car dealerships, I am well-versed in

managing large accounts.

- I am not afraid of ladders and know how to install various graphics materials.

Worked at Bonita Flats, Olathe KS (Dec 2014- March 2016)

- Waitress
- Learned to have thick skin
- Provided customer service
- Paid my way through college

Worked at Rye KC, Leawood KS (May 2014- Feb 2015)

- Server
- Learned how to provide a fine dining experience
- High pace environment

Worked at Outback, Lee's Summit MO (August 2013-2014)

- Server
- Takeaway
- Host
- Dish

Umpired for ASA at Legacy Park (fall 2012- 2014)

- Little League girls' softball

Tutored, Lee's Summit MO (August 2010- May 2011)

- Worked with my neighbor's son in all areas of school

Worked at Subway, Lee's Summit MO (July 2012- April 2013)

- Cleaning the store
- Serving customers
- Making sandwiches

Worked at Advanced Nutrition, Lee's Summit MO (April 2013-July 2013)

- Making protein shakes
- Helping with customers
- Cleaning the store

<b>References</b>	Jennifer Hauck (816)986-4000	English Teacher	LSWHS
	Wilton Osborn (917)523-1927	Manager	KCMO
	Loni Dodge (816)419-5235	Neighbor	Lee's Summit
	Daniel McCullough (816)589-8485	Boss	KCMO

## 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 Carlin LeCrone Date: 10/10/18  
 Home Telephone (816) 585 3212 Other Telephone ( ) \_\_\_\_\_  
 Present Address 3514 Jefferson St Apt 115 Kansas City, mo 64111  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address carlinlecrone@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Bar tending Salary desired: \$10/hour  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
Daisy Duke Promotions  
 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? 10/13/18

*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	anytime						→
PM	anytime						→

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
Not currently

### 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 \_\_\_



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?
UMKC	KCMO	Bachelor's	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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	<input checked="" type="radio"/> NO
Special: medical interpreter certificate			

## 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** \_\_\_\_\_

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 X

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

Address \_\_\_\_\_

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

**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**

CL

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.

CL

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.

CL

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.

CL

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.

CL

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** Carlin ReCrown

**Date** 10/10/18

**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

**Vocabulary (9 points)**

Match the word to its definition

I "Straight Up"

E Shaker Tin

C "Neat"

A Muddler

B Strainer

J 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

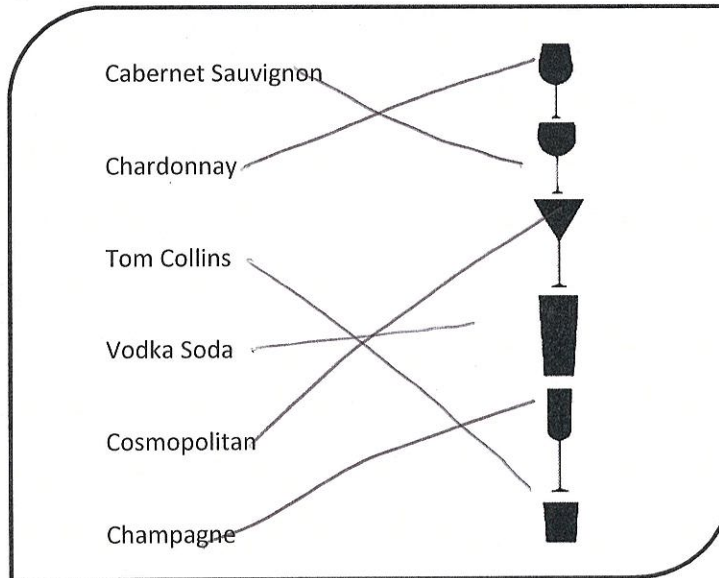
h.) Requesting a separate glass of another drink

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): Grey Goose, Hennessy, Johnny Walker

What are the ingredients in a Manhattan? Whiskey, bitters, simple syrup, cherries <sup>Blue or Black Label</sup>

What are the ingredients in a Cosmopolitan? Vodka, Cranberry, lime

What are the ingredients in a Long Island Iced Tea? Vodka, Gin, Rum, Tequila, Coke

What makes a margarita a "Cadillac"? Top Shelf ingredients - Grand marnier or Cointreau in place of triple sec

What is simple syrup? Thickened sugar mix

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? Remove the ice and start over

When is it OK to have an alcoholic beverage while working? Never

What does it mean when a customer orders their cocktail "dirty"? Olive juice in the drink

What are the ingredients in a Margarita? Tequila, 1 1/2 oz triple sec, lime juice, sour mix



## Case Verification Number: 2018285194334JC

Report prepared: 10/12/2018

### Company Information

**Company ID:** 139349

**Company Name:** Acrobat Outsourcing

**Client Company ID:** 139349

**Client Company Name:** Acrobat Outsourcing

### Employee Information

**Name:** Carlin Lecrone

**Date of Birth:** 09/26/1995

**U.S. Social Security Number:** \*\*\*-\*\*-9050

**Employee's First Day of Employment:** 10/12/2018

**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

**Document Subtype:** Driver's License

**Document Number:** \*\*\*\*\*4007

**Expiration Date:** 09/26/2024

**State:** Missouri

**List C Document:** Social Security Card

### Case Information

**Current Case Result:** Closed

**Case Submitted By:** Steven Gonzalez

**Case Status:** Employment Authorized

**Reason for Closure:** Employment Authorized Auto Close