

Interview Note Sheet

Applicant Information	
Name: <u>Dejanaga Carter</u>	Date: <u>11/11/19</u>
Position (s) Applied for: <u>Server / Bartender</u>	Referred by: _____
Interviewer: <u>Anthony W.</u>	Rate of Pay: \$ _____

Test Scores		Relevant Experience & Summary of Strengths	
Server	28 / 35	% Bartender	34 / 35
Prep Cook	/ 20	% Barista	/ 15
Grill Cook	/ 40	% Cashier	/ 15
Dishwasher	/ 10	% Housekeeping	/ 14
		%	%
</			

Transportation	
Car	Regions Available to work:
Public Transit	Kansas City, KS Overland Park, Kansas Independence, MO
Carpool (Rider / Driver)	Certifications (if any)
	TIPS Serv-Safe LEAD Other <u>Willa Submit</u>
Availability	Details:
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:	

RELATED EXPERIENCE

4th and Elm Bar and Grill, Wamego, KS May 2018-December 2018

Bartender/Trainer/Server

- Drink mixology, tend to bar and dining guests, handle monies accordingly
- Team leader and trainer

Chili's Bar and Grill, Salina, KS & Manhattan, KS August 2015-October 2018

Bartender/Server/Trainer/Delivery Sales Leader

- Drink mixology, tend to bar and dining guests, handle monies accordingly
- Direct catering services/programs, team leader and trainer

August 2014-August 2015

Cashier/Trainer/Team Leader

EDUCATION

Kansas State University, Manhattan, KS

May 2019

Bachelor of Science in Social Work

- Former Vice President of National Society of Collegiate Scholars
- 3.8 GPA and Deans Honor Award 6 out of 6 semesters

Brown Mackie College, Salina, KS

May 2016

Associate of Applied Science in Criminal Justice

- Student Ambassador
- Captain of NJCAA Brown Mackie Softball

SPECIALIZED EXPERIENCE

Court Appointed Special Advocates, Manhattan, KS

November 2017-December 2018

Volunteer

- One out of one successful Child In Need of Care (CINC) case completed
- Asses that child's needs are met
- Advocate for child's best interest
- Gather information pertinent to the child's safety

Flint Hills Foster Teen Camp, Manhattan, KS

May 2018-July 2018

Support Staff & Coach

- Ensure children ages 12-15 are safely exploring their feelings about being in foster care
- Lead children by establishing healthy relationships, rules, and guidelines
- As a Coach, am responsible for two children's safety & well-being for 3 full days & nights

Kansas State University Police Department, Manhattan, KS

August 2016-September 2016

Dispatcher

- Protect and report students' safety
- Understand technical terms and codes to ensure proper reports and calls

Child Advocacy and Parenting Services, Salina, KS

May 2016

Intern

- Provide services to parents who are struggling to provide the best care for their child
- Attend court for CINC cases and truancy hearings for client's best interest
- Follow the supervision of a licensed social worker

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 Dejanara-Jeanette May Carter Date: 01-07-2019
Home Telephone (209) 681-7123 Other Telephone ()
Present Address 1034 Calvin Ave Apt #18 Kansas City Kansas
Permanent Address, if different from present address:
Email Address dejanara.carter@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server/Bartender
Are you currently registered with any staffing and/or employment agencies? If so, please list
Salary desired: 10.00 p/h

Are you applying for:
Full-time work? Yes ☒ No ☐
Part-time work? Yes ☒ No ☐
Temporary work, e.g., summer or holiday work? Yes ☒ No ☐
How did you find out about our open position? (Please check fill in proper name of source):
☒ Referral ☒ Name of Referral Indeed.com
☐ Other Web Posting ☐ Other Source
Could you work overtime, if necessary? Yes ☐ No ☐ If hired, on what date could you start working? 01-19-2019

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 times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	☒						
PM	☒						
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>After 5 pm</u> <u>NOT</u> <u>Available evenings depend on schedule</u> <u>other AM/PM</u>							

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 22. 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	Kansas State University	
CITY & STATE	Manhattan KS	
GRADE OR DEGREE	COMPLETED	Associates
DID YOU GRADUATE?	yes	May 2019
Do you have any special licenses, certificates or special training? If so please list under "Special."	YES	
Are you computer literate? If so, list software knowledge under "Special."	YES	
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."	YES	
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	
Special:	Microsoft, CPR certified, Criminal Justice Degree.	

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: Uglydoo's Bar & Grill
 Type of Business: Service
 Telephone No. (816) 941-7702
 Supervisor's Name: Joe & Jason
 Your Position and Duties: Server, handle money, interact with guests, handle food/drinks
 Dates of Employment: From Jan 2019 To Report
 Reason for Leaving: _____

Name and Address of Employer: Chilis Bar & Grill
 Type of Business: Service
 Telephone No. (785) 537-1250
 Supervisor's Name: Josh Stockman
 Your Position and Duties: Server/ Bartender/ Trainer / Delivery Stats leader
 Dates of Employment: From _____ To _____
 Reason for Leaving: _____

Name and Address of Employer: _____
 Reason for Leaving: _____
 Dates of Employment: From _____ To _____

Type of Business _____
Your Position and Duties _____
Telephone No. () _____
Supervisor's Name _____

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: Lisa Irvin Telephone No. (785) 410-2995

Address _____
Occupation: Flinthills Foster Teen Camps Relationship: Director Number of Years Acquainted: 1yr

Name: Brianna Reduto Telephone No. (570) 493-0410

Address _____
Occupation: Shift lead @ Chilis Relationship: Supervisor Number of Years Acquainted: 2yrs

Name: Karen Barr Telephone No. (785) 4158-2570

Address _____
Occupation: Bar tender Relationship: Previous Co-worker Number of Years Acquainted: 2yrs

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

01-07-2019

Bartenders Test

Score 34 / 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

F 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

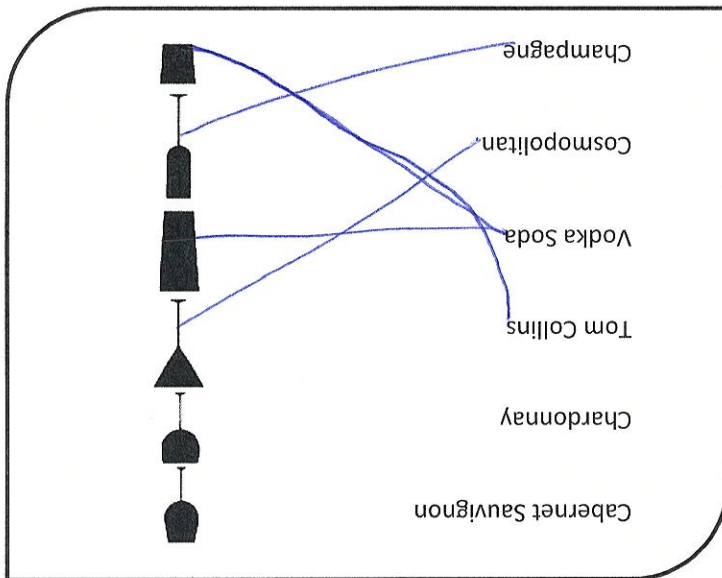
i) Means to serve spirit room temperature in a rocks glass with no ice

Bartenders Test

Score / 35

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):

patron, hennessy, grey goose

What are the ingredients in a Manhattan?

bitter's, whiskey, vermouth, cherry

What are the ingredients in a Cosmopolitan?

vodka, cranberry juice, lime.

What are the ingredients in a Long Island Iced Tea?

vodka, rum, tequila, triple sec, soda, orange

What makes a margarita a "Cadillac"?

floaters (grand marnier) on top

What is simple syrup?

sugar water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

no, marrying bottles

What should you do if you break a glass in the ice?

remove the ice / melt, clean out, & replace

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 added

What are the ingredients in a Margarita?

tequila, triple sec, sour / lime

Name _____

Servers Test

Score 28/35

Multiple Choice

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- d) All of the above

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

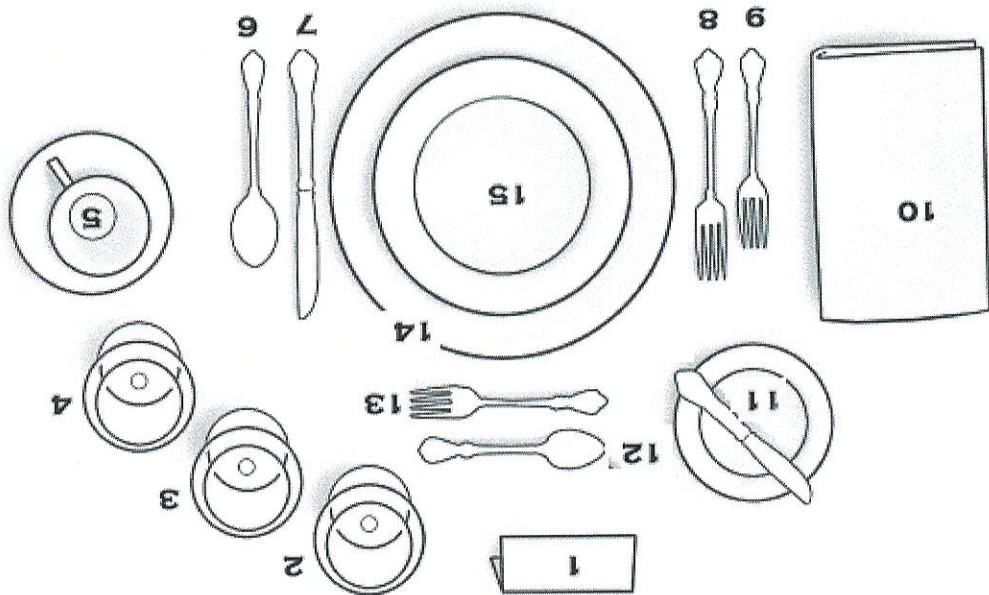
Match the Correct Vocabulary

<u>B</u>	Scullevy	<u>A</u>	Metal buffet device used to keep food warm by heating it over warmed water
<u>E</u>	Queen Mary	<u>B</u>	Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
<u>A</u>	Chaffing Dish	<u>C</u>	Used to hold a large tray on the dining floor
<u>B</u>	French Passing	<u>D</u>	Area for dirty dishware and glasses
<u>G</u>	Russian Service	<u>E</u>	Large metal shelving unit for prepared food to be held or for dirty trays to be stored
<u>F</u>	Corkscrew	<u>F</u>	Used to open bottles of wine
<u>C</u>	Tray Jack	<u>G</u>	Style of dining in which the courses come out one at a time

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

10	Napkin	10
11	Bread Plate and Knife	11
1	Name Place Card	1
12	Teaspoon	12
13	Dessert Fork	13
6	Soup Spoon	6
15	Salad Plate	15
4	Water Glass	4
8	Dinner Fork	8
5	Tea or Coffee Cup and Saucer	5
7	Dinner Knife	7
2	Wine Glass (Red)	2
9	Salad Fork	9
14	Service Plate	14
3	Wine Glass (White)	3

Fill in the Blank

- The utensils are placed 12 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream/sugar
- Synchronized service is when: elegant style of service, used for small gourmet-wait functions
- What is generally indicated on the name placard other than the name? Table #, design
- The Protein on a plate is typically served at what hour on the clock? 3/4 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Communicate what the guest wants with the expo/kitchen & see if possible