

Interview Note Sheet

Applicant Information	
Name: <u>Anna Little</u>	Date: <u>1/18/19</u>
Position (s) Applied for: <u>Bartender</u>	Interviewer: <u>Anthony W.</u>
Rate of Pay:	Referred by:

Test Scores			
Server	%	/35	
Prep Cook	%	/20	
Grill Cook	%	/40	
Dishwasher	%	/10	
Relevant Experience & Summary of Strengths			
Bartender	%	/35	55
Barista	%	/15	
Cashier	%	/15	
Housekeeping	%	/16	

Seeking:
Full-Time
Part-Time

Total of _____ in Food Service/Hospitality

Open
Real Estate Agent
Waited Server PT Rate
Event Center
Catering / Banquet
details: Michael Murins

P.O.S. Experience	Y / N
Transportation	Car
Regions Available to work	Kansas City, KS Overland Park, KS Kansas City, MO Independence, MO
Regions Available to work	Carpool (Rider / Driver)

Regions Available to work	Other
TIPS	Will Submit
Availability	AM only
Open	PM only
Weekends only	Weekdays only

Uniforms Owned	Bistro
Chef Coat	Black Bistro
Knives	Tuxedo
Black Pants	1/2 Tuxedo
Non-Slip Shoes	Black Vest
Bow Tie	Long Black Tie
Other:	
Convention Candidate?	
Other Languages Spoken:	

Could you recommend this applicant for Acrobat Academy?

Tara Little

I live by the golden rule... I treat others the way you want to be treated!

Motivated mother of two that thrives on being a master multi-tasker and providing immediate response times. With over 20 years customer service experience, I excel in negotiation and time management. I love to spend time with my family, cook, entertain, interact with my ever-growing pet family and I have a high level of commitment to my education and career in real estate.

Education

- Columbia College, Columbia, MO
- Bachelor of Arts Business Management
- Bachelor of Arts Human Resource Management
- MO State Licensed Real Estate Salesperson

Leadership

PTA Lillian Schumacher Elementary
KCRAR Member
Emphasis on Continuing Education
Children's Ministry Pleasant Valley Church

Experience

Real Estate Agent Sept. 2018-Present
Bartender/Trainer/Server Ruby Tuesday 2011-2017
Bartender/Server Olive Garden 2005-2009
Bartender Michael's Bar and Grill 2000-2003



9601 NE Barry Rd
Kansas City, MO 64158

Cell: 816-304-8538
Direct: 816-407-5240

tara.little@reecenichols.com

TaraLittle.ReeceNichols.com

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 Tara Little Home Telephone (816) 304-8538 Present Address 1827 Kimberly Lane Permanent Address 1827 Kimberly Lane Email Address tara.little@acrobats.com

EMPLOYMENT DESIRED

Position applying for: bar tender

Are you currently registered with any staffing and/or employment agencies? If so, please list no

Salary desired: inquiry + tips

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 Jane Other Web Posting ☐ Other Source ☐ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 1-14-19

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	☒	☒	☒	☒	☒	☒	☒
PM	☒	☒	☒	☒	☒	☒	☒
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>Feb. 5-11</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 . 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 ☐

Your Hospitality Staffing Professionals
 outsourcing
 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	Columbia College	CITY & STATE	Columbia, MO
GRADE OR DEGREE	COMPLETED	DID YOU GRADUATE?	YES
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: license real estate agent, lots of bartending, wait work, serve, customer service work			

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: Rece Nichols Real Estate
 Type of Business: Real Estate
 Telephone No.: 816 781-9494
 Your Position and Duties: Team a licensed real estate agent that works
 Dates of Employment: From Sept-18 present Reason for Leaving: n/a

Name and Address of Employer: Ruby Tuesday Columbia, MO & Kirksville, MO
 Type of Business: Restaurant
 Telephone No.: 573 444-8212
 Your Position and Duties: bar tender, server, waitress, stock answer phones, packages & delivery & catering
 Dates of Employment: From 2011 to 2017 Reason for Leaving: moved

Name and Address of Employer: Oliver Garden Naperville, MO

Type of Business restaurant
Your Position and Duties chef/bartender
Dates of Employment: From 2007 To 2009
Reason for Leaving: had a baby

Name and Address of Employer _____
Type of Business _____
Your Position and Duties _____
Dates of Employment: From _____ To _____
Reason for Leaving: _____

Supervisor's Name _____
Telephone No. () _____
Type of Business _____
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: Brian Dymally
Address: 9601 NE Barry Rd. Kansas City, MO
Occupation: barber
Relationship: brother
Telephone No. 816 781-9494
Number of Years Acquainted: 7 1/2 years

Name: Nick Bucklen
Address: 5014 Cherry Blossom Lane Columbia, MO
Occupation: self employed
Relationship: brother
Telephone No. 573 218-0741
Number of Years Acquainted: 4+

Name: David Dyer
Address: 4728 Oliver Dr. Shawnee, KS
Occupation: bartender
Relationship: brother
Telephone No. 816 451-5119
Number of Years Acquainted: 8+

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

1-8-19

Bartenders Test

Score 33 / 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

1 "Straight Up"
F Shaker Tin
C "Neat"
A Muddler
B Strainer
E Jigger
G Bar Mat
D "Float"
H "Back"

Vocabulary (9 points)
Match the word to its definition

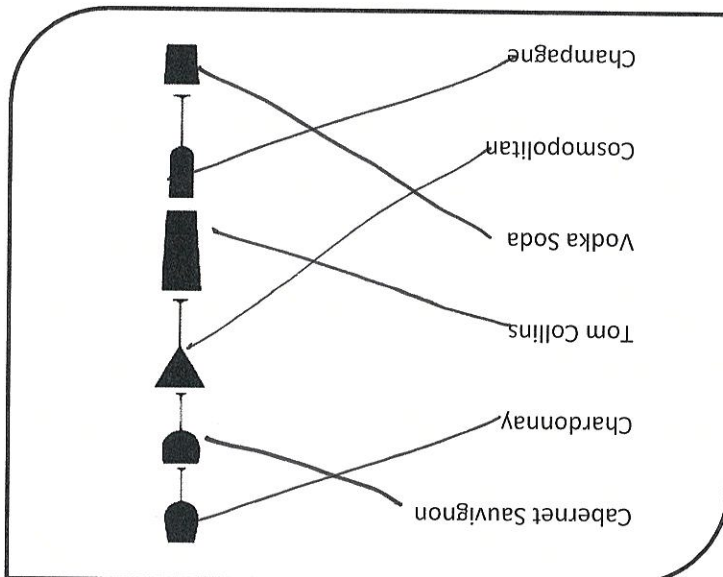
- a) Used to crush fruits and herbs for craft cocktail making
- b) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d) To pour 1/2 oz of a liquor on top
- e) Used to measure the 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, Grey Goose, Belvedere
brandy, sweet vermouth, bitters

What are the ingredients in a Manhattan?

vodka, cranberry, lime, simple syrup

What are the ingredients in a Cosmopolitan?

vodka, cranberry, lime, simple syrup

What are the ingredients in a Long Island Iced Tea?

vodka, tequila, rum, gin, triple sec, orange

What makes a margarita a "Cadillac"?

add agave nectar top

What is simple syrup?

water & sugar

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

Yes, marrying

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

scoop & clean the ice bar

When is it OK to have an alcoholic beverage while working?

no

What does it mean when a customer orders their cocktail "dirty"?

w/ olives

What are the ingredients in a Margarita?

tequila, lime, sweet & sour