

Interview Note Sheet

Applicant Information

Name: <u>Kelly Hall</u>	Interviewer: <u>Anthony W.</u>
Date: <u>1/20/19</u>	Rate of Pay:
Position (s) Applied for: <u>Bar/ Servers</u>	Referred by:

Test Scores

Server	/35	%	Bartender	<u>33</u> /35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Jones Bar/serve
 Tanner Bar/serve
 Social Bar/serve
 Timfollegym - Bar/serve

P.O.S. Experience: ☒ Y ☐ N details: Donal Micros

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 Flavor

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:

Objectives

Results-driven, dependable professional seeking a position as an Administrative Assistant. Bringing strong clerical abilities and brilliant customer service skills to keep the office organized.

Education

Winnetonka High School (2003)
Kansas City, MO

Southwest Missouri State University (2004)
Springfield, MO

Experience

Administrative Assistant/ Customer Service Specialist (December 2018- Present)

CarStar NKC (1233 Burlington Avenue, North Kansas City, MO 64116)

- Answering phones and directing calls
- Scheduling appointments for estimates and repairs
- Filing invoices and data entry using codes and numbers
- Updating customer files and repair status
- Administrative duties; such as typing, scanning, faxing

Administrative Assistant (January 2014- December 2018)

Samuel Cole & Company (3711 Genessee, Kansas City, MO 64111)

- Administrative duties; such as filing, copying, , typing, scanning, etc.
- Answering phones, scheduling appointments
- Handling sensitive information in a confidential manner

Administrative Assistant/ Data Entry (November 2011- September 2013)

Alliance Energy Services (318 Armour Rd. North Kansas City, MO 64116)

- Inbound/ outbound calls, take messages, or transfer calls to appropriate individuals
- Combine appropriate documents using codes and numbers, compile and update data
- Plan meetings and conference calls, schedule appointments and make travel arrangements

Skills

- ▶ Efficient with Microsoft Office Programs
- ▶ Multi-line phone systems
- ▶ Excellent time management
- ▶ Results driven/ goal oriented
- ▶ Reception duties, administrative support roles



ACROBAT OUTSOURCING
TSC GROUP

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 KELLY HALL Date: 7/20/19
Home Telephone (816) 749 9116 Other Telephone () _____
Present Address 323 Spruce Ave. KCMO 64124
Permanent Address, if different from present address: _____
Email Address Kellyhall717@gmail.com

EMPLOYMENT DESIRED

Position applying for: Bar / Server Salary desired: \$12 or \$10+Tips

Are you currently registered with any staffing and/or employment agencies? If so, please list

N/A

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 _____ 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?

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:

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes___ No X If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___ No X If yes, please state name and relationship _____

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

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
Winnetonka HS	KC MO	Diploma	4
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: I've worked on Aloha, Micros & several other 17+ years Service industry experience, lig card, POS systems that I don't know the names of.

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 Car Star NKC

Type of Business Car Collision Telephone No. (816) 474 4949 Supervisor's Name Eric Hafferland

Your Position and Duties Admin Assistant, answering calls,

Scheduling, invoicing, data entry, cash handling taking payments
Dates of Employment: From 12/19 To 6/19 Delivering vehicles.

Reason for Leaving: I am actually going back to work there possibly

Name and Address of Employer Samuel Cole Company

Type of Business Home Remodel Telephone No. () Supervisor's Name Cole D'Andre

Your Position and Duties Admin Assistant - Scheduling, answering
phones, invoices, data entry, clerical 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: Ashley Bradshaw Telephone No. (816) 389 1528
Address: KCMO
Occupation: Server Relationship: Friend Number of Years Acquainted: 20

Name: Rob Biery Telephone No. (816) 304 9134
Address: KCMO
Occupation: Rest. Mngmt Relationship: X-MNGR Number of Years Acquainted: 15

Name: JaKe Rodman Telephone No. (816) 534 5809
Address: _____
Occupation: Bartender Relationship: Friend Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

KH 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.

KH 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.

KH 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.

KH 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.

KH 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 Kelly Hael Date 7/20/19

Bartenders Test

Score 32 / 35

Multiple Choice (6 points)

C 1) Carbonation _____ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

C 2) What are the six most commonly used spirits?

- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice *Mixes*
- b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila *Liquor*
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel *Wine*
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum *Cordial*

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 O I O "Straight Up"

F Shaker Tin

Φ C "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

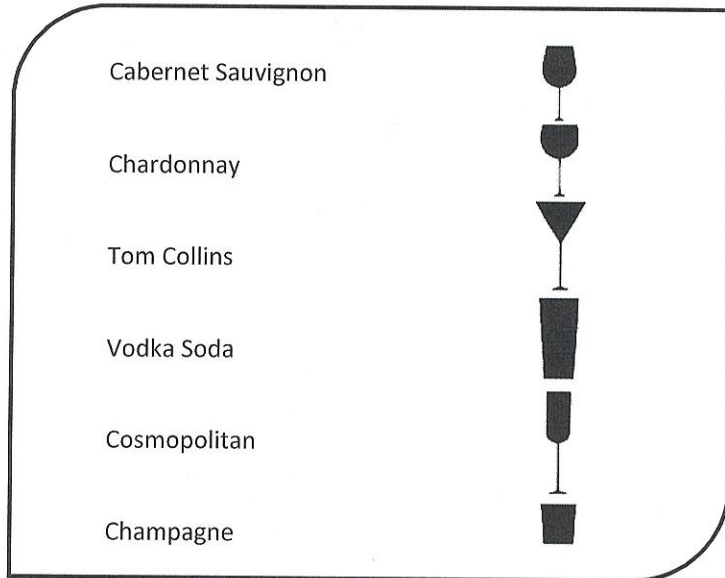
D "Float"

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 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, Patron, Beefeater

What are the ingredients in a Manhattan? Sorry, Can't Remember

What are the ingredients in a Cosmopolitan? Citrus Vodka, Triple Sec, Cranberry juice, lemon twist

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

What makes a margarita a "Cadillac"? Splash of coke, Orange juice, Qm

What is simple syrup? Equal parts of sugar and H₂O

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? Pour grenadine on ice, then burn it + clean + Refill ice Bin

When is it OK to have an alcoholic beverage while working? It's NOT

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

What are the ingredients in a Margarita? Tequila, Triple Sec, Lime juice, Sweet + sour, lime garnish, salt Rim if wanted