

Interview Note Sheet

Server

Applicant Information	
Name: <u>Laura Davis Drew</u>	Position (s) Applied for: <u>Server / Bartender</u>
Date: <u>10/25/19</u>	Referred by:
Interviewer: <u>Anthony W.</u>	Rate of Pay:

Test Scores	
Server	/35 %
Prep Cook	/15 %
Grill Cook	/40 %
Dishwasher	/10 %
Bartender	/30 %
Barista	/10 %
Cashier	/10 %
Housekeeping	/16 %

Relevant Experience & Summary of Strengths

How many customers or tables are you used to serving at one time? How would you re-act if an extra table was added to your section?	5-6 tables. Bar & server. <u>work as well under pressure</u>
How many items can you carry on a tray? Please describe how to pick up a large oval tray.	<u>10 up.</u>
How is a banquet server different from a regular restaurant server?	<u>Banquet Professional more food items kept more active</u>
Notes:	

P.O.S. Experience: <u>Y</u> / N details:	Transportation
<u>Drive</u>	Certifications (if any)
<u>will submit</u>	Uniforms Owned:
☐ Bistro White ☐ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie ☐ Other:	☐ Chef Coat ☐ Chef Pants ☐ Knives ☐ Black Pants ☐ Non-Slip Shoes ☐ Bow Tie
Recommendations:	Lead Academy
Acrobat Academy	
Other Languages Spoken:	
Regions Available to work:	Availability

Laura Davis Drew
11343 Indiana ave
Kansas City MO,64137
816-284-6142

lauradavis.drew@yahoo.com

Objective: Experienced individual seeking to obtain a challenging and rewarding position in the area of customer service/asslt. Management.

Summary of skills:

Eager to learn new skills
Attention to details
Works well on a team and independently
Good up-selling products
Ability to build great rapport with customers
Excel in high stress environment

PROFESSIONAL EXPERIENCE

Currently looking for a new and rewarding position career.
I have a wide variety of experience. Lots of hard detected years.
Looking to widen my horizon.

Chef

Cheesecake Factory

1.set up stations
2.prep fine dining meals
3. can run multiple station's
4. prep food

Asst. Manager

Sonic Drive Inn

1. run shift with 4-7 employees
2. handle cash deposits paper work
3. open and close store
4. train new employees
5. clean cook daily operation
6. deal with customer complains via phone,internet

Barista

Gustos Coffee

1. Make coffee drinks for customers
2. Clean close register handle money
3. Make food items lunch and breakfast
4. Customer service inventory ordering

Short line cook

The Classic Cookie

1. Cook a number of breakfast items
2. Prep food veggies, meats, chopping.
3. Clean, buss tables etc.

Apr. 2016 to oct. 2017

nov.2015 to dec 1015

Jan, 2014 to current

Asst. Manager
Sonic Drive-In

1. Handle cash, deposits
2. Opens and closes store
3. Manage 6 to 7 people per shift
4. Paper work, computer work, payroll, inventory
5. Hire and train new employees

Jan, 2013 to Jan, 2014

Senior Beauty Adviser\Head Photo Specialist\Cashier

Walgreens

1. Healed several positions including management
2. Provided professional and friendly customer service in person
3. Operated cash registers, processed cash, check, credit card transactions
4. Stock products
5. Performed open and closing duties
6. Trained newly hired employees
7. Covered all areas of store for absent coworkers as needed
8. Managed very high number of customers during events and promotions
9. Supervised 3 beauty advisors for one year
10. Responsible for setting up and up-selling promotions
11. Responsible for daily tasks and notes for my beauty advisors to complete

References:

1. Cathy Stockard 816-572-7189 Kansas city Missouri old coworker 3 years
2. Victor Stone 612-7043859 saint paul mn best friend 10 years +
3. Cory Lopez 661-363-9753 old coworker Kansas city missour 1 year
- 4.

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 LAURA DAVIS DREW Date: 10-25-19
Home Telephone 816 284-6442 Other Telephone ()
Present Address 7822 E. 130th Ct. Grandview MO 64030
Permanent Address, if different from present address:
Email Address lauradavis-drew@james.com

EMPLOYMENT DESIRED

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

Are you applying for: Full-time work? Yes X No Part-time work? Yes X 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 X 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	<u>X</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>X</u>	<u>open</u>	<u>open</u>
PM	<u>X</u>	<u>open</u>	<u>open</u>	<u>open</u>	<u>X</u>	<u>open</u>	<u>open</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u> </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 ☐

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	DID YOU GRADUATE?
City Academy	Saint Paul MO	COMPLETED	yes
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: Have training from MU School of Battering			

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: Cory Lopez Telephone No. (216) 800-2895

Address: _____
Occupation: COOK Relationship: X Co worker Number of Years Acquainted: 3+

Name: Kendral Penn Telephone No. (913) 3309-6353

Address: KCK
Occupation: Security Relationship: Friend Number of Years Acquainted: 1

Name: Alice Telephone No. (913) 749-3341

Address: Durand Park
Occupation: Chief Relationship: Go-Worker Number of Years Acquainted: 3+

Please Read Carefully, Initial Each Paragraph and Sign Below

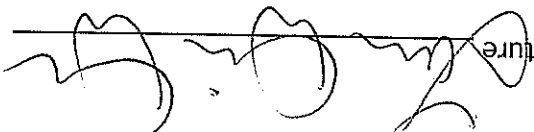
I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. 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 10/23/19

Bartenders Test

Score / 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

! "Straight up"

F Shaker Tin

C "Neat"

q 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 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

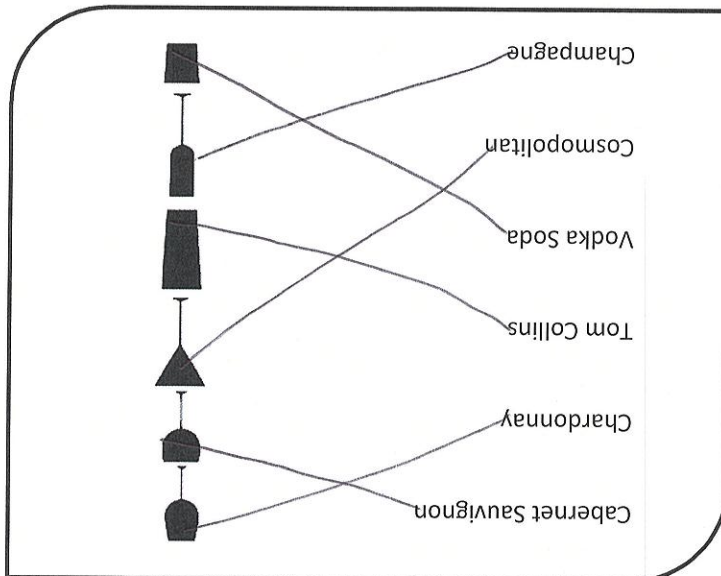
i.) Means to serve spirit room temperature in a rocks glass with no ice

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):

D'usse Goose
Grey
Crown Royal
Ciroc
don dave
Julio

What are the ingredients in a Manhattan? Whiskey Sweet Vermouth & bitter

What are the ingredients in a Cosmopolitan? Vodka triple sec Cranberry Juice Fresh lime

What are the ingredients in a Long Island Iced Tea? Vodka gin Vodka Rum tequila triple sec splash of lemon

What makes a margarita a "Cadillac"? Made with Richer style ingred.

What is simple syrup? Sugar water

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

No marrieng

What should you do if you break a glass in the ice? Dump All Ice clean Rinse Re Fill

When is it OK to have an alcoholic beverage while working? No

What does it mean when a customer orders their cocktail "dirty"? olive Juice in a martini is dirty

What are the ingredients in a Margarita? tequila sour & triple sec salt Ice