

Interview Note Sheet
Bartender

Applicant Information	
Name: <u>Linda Craven</u>	Interviewer: <u>Anthony W.</u>
Date: <u>11/22/19</u>	Rate of Pay:
Position (s) Applied for: <u>Bar/ server</u>	Referred by:

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

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

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
A wine glass falls on the floor and smashes. What do you do next?	How do you keep yourself busy during a slow shift?	Describe a time you needed to cut off serving a customer, how did you handle that?	Notes:
<u>Clean it up</u> <u>wet floor sign</u>	<u>Wipe down</u> <u>dusty</u> <u>Back up.</u>	<u>Talk about</u> <u>safety. took</u> <u>drink gave</u> <u>water</u>	

P.O.S. Experience: Y / N details: Micro / Aloha

Transportation
<u>car</u>

Certifications (if any)
<u>FT / liq</u> <u>will submit</u>

Uniforms Owned:	
<input type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat
<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants
<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives
<input type="checkbox"/> 1/2 Tuxedo	<input type="checkbox"/> Black Pants
<input type="checkbox"/> Black Vest	<input type="checkbox"/> Non-Slip Shoes
<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie
<input type="checkbox"/> Other:	

Regions Available to work:

Availability

Recommendations:
<input type="checkbox"/> Acrobat Academy
<input type="checkbox"/> Lead Academy

Other Languages Spoken:

Linda Craven

Kansas City, MO 64133

lindacraven3_7ss@indeedemail.com

8167779745

Authorized to work in the US for any employer

Work Experience

Fire Technician

Servpro - Lees Summit, MO

February 2016 to September 2019

Disaster clean up

Bartender

AMC Theatres - Kansas City, MO

February 2015 to 2016

Fire restoration, disaster, water, and trauma clean up

service master - Grandview, MO

February 2014 to February 2015

Responsibilities

Different everyday.packing/out,fire clean up,water mitigation,content manipulation,some mold clean up,construction final clean,content and structure clean.

Accomplishments

i have 3 IICRC certification certifications:fire.water.smoke and odor.

Education

g.e.d.

Williams h.s. - Plano, TX

1984 to 1986

Assessments

Bartending — Expert

November 2019

Understanding, pouring, and mixing drink orders.

Full results: <https://share.indeedassessments.com/>

[share_to_profile/41abdec14e5e66193f44f07a869cc403eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/41abdec14e5e66193f44f07a869cc403eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I have 20+ bartending experience. ive worked in every type of bar from an airport bar, resteraunt/food service, to a biker bar, strip clubs to sports bars. a busy bar and loud atmosphere do not intimidate me. i work well under pressure.



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 LINDA CRAVEN Date: 11-22-19
Home Telephone (816) 777-9745 Other Telephone ()
Present Address 10719 E 43RD #2124
Permanent Address, if different from present address: _____
Email Address LINDA.CRAVEN67@GMAIL.COM

EMPLOYMENT DESIRED

Position applying for: 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 ☒ 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 INDEED 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?

Today

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>Any</u>					
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 ☒ 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?
WILLIAMS H.S.	PLANO TEXAS	11.	GED
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: 25 YEARS BARTENDING EXPERIENCE			

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 X If so, may we contact your current employer? Yes ___ No ___

Name and Address of Employer SERVPRO OF LEES SUMMIT

Type of Business _____ Telephone No. (____) _____ Supervisor's Name CHAD

Your Position and Duties FIRE RESTORATION TECH.

Dates of Employment: From 2-16 To 9-19

Reason for Leaving: FIRED

Name and Address of Employer AMC THEATER

Type of Business MOVIE THEATER Telephone No. (____) _____ Supervisor's Name JOHN

Your Position and Duties BARTENDER

Dates of Employment: From 2-15 To 2-16

Reason for Leaving: Got A DIFF JOB / MOVED

Name and Address of Employer SERVICE MASTER

Type of Business RESTORATION Telephone No. (____) _____ Supervisor's Name PAUL

Your Position and Duties FIRE RESTORATION TECH.

Dates of Employment: From 2-14 To 2-15

Reason for Leaving: MOVED

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: BRIAN HUNTER Telephone No. (303) 929 8928
Address _____
Occupation: _____ Relationship: FRIEND Number of Years Acquainted: 3

Name: JOEY WILSON Telephone No. (816) 274-1653
Address _____
Occupation: RESTORATION Relationship: FORMER BOSS Number of Years Acquainted: 3

Name: DAVE OSPORN Telephone No. (816) 491-9535
Address _____
Occupation: PAINTER Relationship: EX BOYFRIEND Number of Years Acquainted: 15

Please Read Carefully, Initial Each Paragraph and Sign Below

CC 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.

CC 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.

CC 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.

CC 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.

CC 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 Yuri Cravon Date 11-22-19

Bartenders Test

Score / 35

Multiple Choice (6 points)

- C 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
- A 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"

K Shaker Tin

C "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

D "Float"

H "Back"

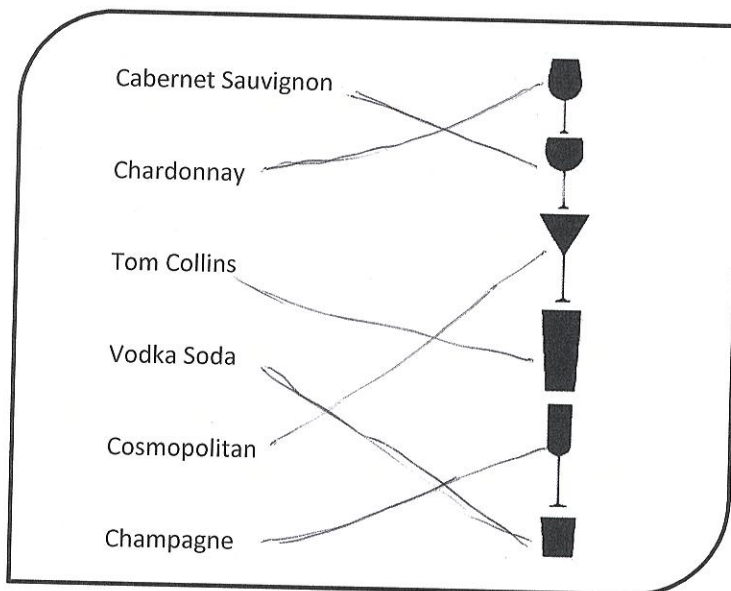
- a.) Used to crush fruits and herbs for craft cocktail making
b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
d.) To pour ½ oz of a liquor on top
e.) Used to measure the alcohol 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

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): CROWN - ABSOLUTE - MAKERS

What are the ingredients in a Manhattan? _____

What are the ingredients in a Cosmopolitan? _____

What are the ingredients in a Long Island Iced Tea? VODKA - RUM - ^{TEQUILA} TRIPLE SEC. - SWEET SOUR

What makes a margarita a "Cadillac"? SPLASH OF COKE

What is simple syrup? SUGAR WATER

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

No

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

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

What are the ingredients in a Margarita? TEQ, TRIPLE SEC, SWEET SOUR, LIME SALT