

**Interview Note Sheet**  
**General**

Applicant Information	
Name: <u>Edward Booker</u>	Interviewer: <u>[Signature]</u>
Date: <u>12/20/2019</u>	Rate of Pay: <u>Bartender \$16.00</u>
Position (s) Applied for: <u>Bartender.</u>	Referred by: <u>Referral - Taveon Baker</u>

Test Scores					
Server	/35	%	Bartender	3/35	89 %
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
	<ul style="list-style-type: none"> <li>• Come up w/ a resolution.</li> <li>• If cannot come to agreement - will meet up with supervisor.</li> </ul>		<ul style="list-style-type: none"> <li>• 7<sup>th</sup> West - 3/2019 - Present</li> <li>• Bar Assistant</li> </ul>

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation														
<ul style="list-style-type: none"> <li>• lives in Oakland</li> <li>• public transportation</li> </ul>														
Certifications (if any)														
Uniforms Owned:														
<table border="0"> <tr> <td><input checked="" type="checkbox"/> Bistro White</td> <td><input type="checkbox"/> Chef Coat</td> </tr> <tr> <td><input checked="" type="checkbox"/> Black Bistro</td> <td><input type="checkbox"/> Chef Pants</td> </tr> <tr> <td><input type="checkbox"/> Tuxedo</td> <td><input type="checkbox"/> Knives</td> </tr> <tr> <td><input type="checkbox"/> 1/2 Tuxedo</td> <td><input checked="" type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input checked="" type="checkbox"/> Non-Slip Shoes</td> </tr> <tr> <td><input type="checkbox"/> Long Black Tie</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td colspan="2">Other: _____</td> </tr> </table>	<input checked="" type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat	<input checked="" type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives	<input type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	Other: _____	
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Other: _____														

Regions Available to work:
<ul style="list-style-type: none"> <li>• SF</li> <li>• Oakland</li> </ul>
Availability
<ul style="list-style-type: none"> <li>• Mon-Fri - PM</li> <li>• Sat-Sun - PM</li> </ul>
Recommendations:
<input type="checkbox"/> Acrobat Academy  <input type="checkbox"/> Lead Academy
Other Languages Spoken:





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 Edward Booker Date: 12/20/2019  
Home Telephone (205) 461-2893 Other Telephone ( ) \_\_\_\_\_  
Present Address 484 Phelps + street, Oakland CA, 94603  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Ebooker768@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Bartender Salary desired: \$18 hr.  
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 Taveon Baker 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?

12/20/2019

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 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	open						
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 Trevaan Baker is a friend of mine.

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.)

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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?
Treasure Island JC.	SF. CA.	Culinary Arts <del>Cert</del>	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: I'm Familiar with a POS System. I have <del>a</del> a bartending certificate thru ROC United in Oakland.			

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 7<sup>th</sup> West 1255 7<sup>th</sup> St, Oakland CA 94607

Type of Business Bar Telephone No. (415) 209-6501 Supervisor's Name \_\_\_\_\_

Your Position and Duties Barback - making sure the bartender(s) have everything they need to run an efficient bar.

Dates of Employment: From March To Present

Reason for Leaving: Bon A.

Name and Address of Employer Bon Appétit @ Google Headquarters

Type of Business Outsourcing Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties Pastry cook - Producing, baking, and decorating pastries of all kind on a large scale.

Dates of Employment: From Jan 18 To Oct 19

Reason for Leaving: Commute was too long.

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\_\_\_

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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**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 Edmund Badley Date 12/20/19





# Edward Booker

484 Phelps Street,  
Oakland CA, 94603  
(205) 401-2893  
ebooker788@gmail.com

Highly motivated and tenacious culinarian employee eager to thrive in the culinary field.

## EXPERIENCE

### **Stem Kitchen & Garden, San Francisco - Hospital Team Member**

May 2017 - Dec 2017

Customer service representative for the front of the house. Tasked Greet guests, answer menu and drink item questions, clean and reset tables, assist servers with the task at hand to help ensure service goes smoothly. On occasion I accommodate lp sections of my own after proper training, to break servers.

### **Bon Appetit @Google HQ, Mountain view - Intern / Pastry Cook**

January 2018 - Present

I'm apart of a large scale pastry production team, tasked with preparing desserts for lunch service at Google headquarters. We prepare, cook, decorate, package, and label all of our dessert to be shipped.

### **7th West, Oakland - Bar assistant**

March 2019 - present

As a Barback I assist the bartenders at the bar stay organized and clean to improve productivity. I help craft syrups and garnishes for drinks, check and rotate kegs, and greet and assist guests.

## SKILLS

Fast learner with attention to detail.

Self motivated with exceptional work ethic

Very respectful and mannerable.

Great communication skills.

Great listener and will follow directions.

## AWARDS & CERTIFICATES

**Servsafe Food Safety Managers** Trained to receive, store, prepare, and serve hot and cold foods.

**Servsafe Alcohol** Trained to serve guests who are of age alcohol.

**Managefirst purchasing 2.0** Certified to purchase products for kitchen staff from credible sources.

## EDUCATION

### **Treasure Island Job Corps, San Francisco — Advanced Culinary Arts**

September 2016 - 2018

Certificate of completion for the advanced culinary program. This program consists of entry level food and beverage, ( front of house ), guard manager, baking, pastry, and hot line training.

### **Finch-Henry Job Corps, Batesville MS — Basic Culinary Arts Certificate**

October 2015 - September 2016

Learning then teaching the foundations of professional cooking, while preparing, hosting, and serving at banquets for community leaders. As well as catering for 75 - 300+ guests.



**Bartenders Test**

Score 31 / 35

**Multiple Choice (6 points)**

- b 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
- a 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

89%

**Vocabulary (9 points)**

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

a Muddler

b Strainer

e Jigger

g Bar Mat

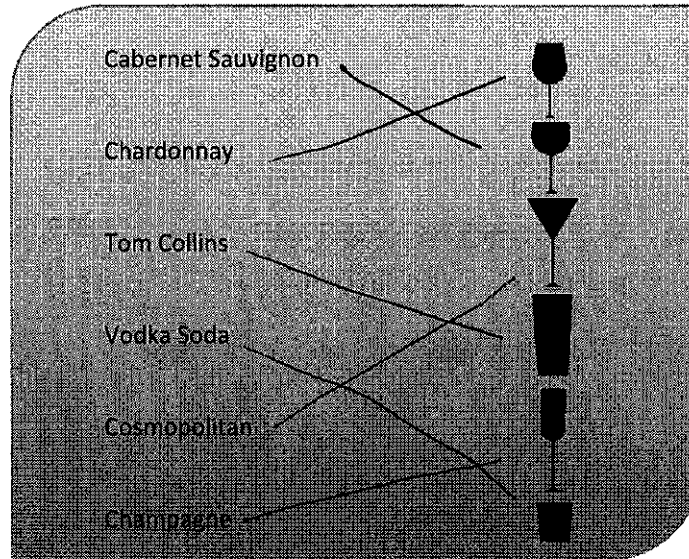
d "Float"

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 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

**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, Beefeater, Don Julio

What are the ingredients in a Manhattan? Whiskey, sweet vermouth, orange, and Aq bitters

What are the ingredients in a Cosmopolitan? Vodka, lime juice, cranberry juice, simple syrup

What are the ingredients in a Long Island Iced Tea? Vodka, Gin, Rum, Tequila, lemon juice, coke

What makes a margarita a "Cadillac"? Using a longer aged ~~agave~~ agave spirit.

What is simple syrup? equal parts sugar and water

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

yes

What should you do if you break a glass in the ice? Burn all the ice to clean out the glass

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

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

What are the ingredients in a Margarita? Tequila, lime j, agave, triple sec, salt rim  
(optional) (optional)