

Bartender

Applicant Information		Interviewer:		Date:		Position (s) Applied for:	
Name: Shannon Alveston		Interviewer: JW.		Date: 01/25/20		Position (s) Applied for: BTR/Server	
Rate of Pay: \$12.00 BTR		Referred by: \$11.50 Server					

Part-Time		Full-Time		Seeding	
Dishwasher	/10	%	Housekeeping	/16	%
Grill Cook	/40	%	Cashier	/10	%
Prep Cook	/15	%	Barista	/10	%
Server	/35	%	Bartender	35 /30	%

Sharon Albertson

480 Pearl St, Oak Hill, KS 67432 | 913-800-1180 | sharon111369@gmail.com

Objective

- I am available to start anytime. I am looking for that job that has long term security. I am looking for a job that I can actually make a living at. I AM A PROFESSIONAL LOOKING FOR A PROFESSIONAL JOB.

Skills & Abilities

MANAGEMENT

- I have several years in different levels of management. I have been everything from team leader to general manager

LEADERSHIP

- I AM A NATURAL LEADER. I DEFINITELY HAVE THE ABILITY TO RESOLVE ANY ISSUE THAT MAY ARISE THROUGH LISTENING AND DEDUCTION AND REASONING. I HAVE A FLAIR WITH PEOPLE. PEOPLE SEEM TO ALWAYS COME TO ME FOR HELP AND ADVISE REGARDLESS OF THE POSITION THAT I HOLD. I HAVE MANY YEARS IN A POSITION OF LEADERSHIP AND MANAGEMENT. I CAN CERTAINLY TALK TO PEOPLE IN A WAY THAT LEAVES THEM PLEASED AND SATISFIED WITH THE INTERACTION.

EXPERIENCE

- BANQUET BARTENDER, SERVER, SETUP| COURTYARD BY MARRIOTT ATRIUM | AUGUST 2017 - CURRENT | JUNCTION CITY, KS
- BAR MANAGER, BARTENDER| KEY ALLEGRO YACHT CLUB | MARCH 2006 - NOVEMBER 2013 ROCKPORT, TX
- BARTENDER, SERVER| THE HALF SHELL | FEBRUARY 2002 - NOVEMBER 2005 MEMPHIS, TN
- GENERAL MANAGER | THE PUB ON SANTA FE | JANUARY 2000 - JANUARY 2002 OVERLAND PARK, KS
- COCKTAIL SERVER | THE QUAFF | MARCH 1996 - JANUARY 2000 KANSAS CITY, MO
- BARTENDER, BANQUET SERVER| EDDIE'S CATERING | JANUARY 1997 - APRIL 2000 KANSAS CITY, MO
- BARTENDER, HEAD SERVER| TGI FRIDAYS| JANUARY 1990 - SEPTEMBER 1997 KANSAS CITY, MO
- BARTENDER, BANQUET SERVER| THE WESTIN HOTEL | 1988 - 1990 KANSAS CITY, MO

Achievements

Event Bar Coordinator | Safari Soiree | 2004 & 2005
• Memphis, TN Zoo

Event Bar Coordinator | Zoo Rendezvous | 2003 - 2005
• Memphis, TN Zoo

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 Sharon D. Alorton Date: 2/25/2020
Home Telephone () (913) 800-1180 Other Telephone (913) 800-1180
Present Address 10.007 W. 99th St. Overland Park, KS 66112
Permanent Address, if different from present address:
Email Address sharon1113@aigmail.com

EMPLOYMENT DESIRED

Position applying for: Backends / server Salary desired: 12.00
Are you currently registered with any staffing and/or employment agencies? If so, please list No

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? ASAP

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	open	open	open	open	open	open
PM	10 AM	open	open	open	open	open	open
12 AM.							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>no</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	Rockport High
CITY & STATE	Rockport, TX 78382
GRADE OR DEGREE	COMPLETED 12
DID YOU GRADUATE?	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: *Extensive training & experience behind bar & serving special the university*
I know how to use computers - making special the university

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 Maurice's Laundry by Junction City, KS

Type of Business Conventional Telephone No. (913) 210-1500 Supervisor's Name Sara Hase

Your Position and Duties Emergency Backup & Server - Set up/repair down.

on sewing work.

Dates of Employment: From 8/2019 To 12/2019

Reason for Leaving: My ~~interest~~ My immediate Super's vision.

Name and Address of Employer Key Allegro Yacht Club Resort TX.

Type of Business Private Club Telephone No. (361) 789-9114 Supervisor's Name Sandy Marshall

Your Position and Duties Head bartender - drinks - inventory and T bar.

Dates of Employment: From 3/2012 To 10/2012

Reason for Leaving: Moved out of state

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: NO

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: Leann Reitz Telephone No. (785) 280-9873

Address: Salina, KS
Occupation: Sales Manager
Relationship: Supervisor Number of Years Acquainted: 3 yrs

Name: Carol Kidd Telephone No. (785) 293-7874

Address: Junatah City KS
Occupation: Head Supervisor
Relationship: Supervisor Number of Years Acquainted: 3 yrs

Name: Debbie Pulsie Telephone No. (785) 210-9664

Address: Junatah City KS
Occupation: Postmaster
Relationship: Friend Number of Years Acquainted: 3 yrs

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 2/25/20



Bartenders Test

Score 35 / 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"
✓ Shaker Tin
✓ "Neat"
✓ Muddler
✓ Strainer
✓ Jigger
✓ Bar Mat
✓ "Float"
✓ "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

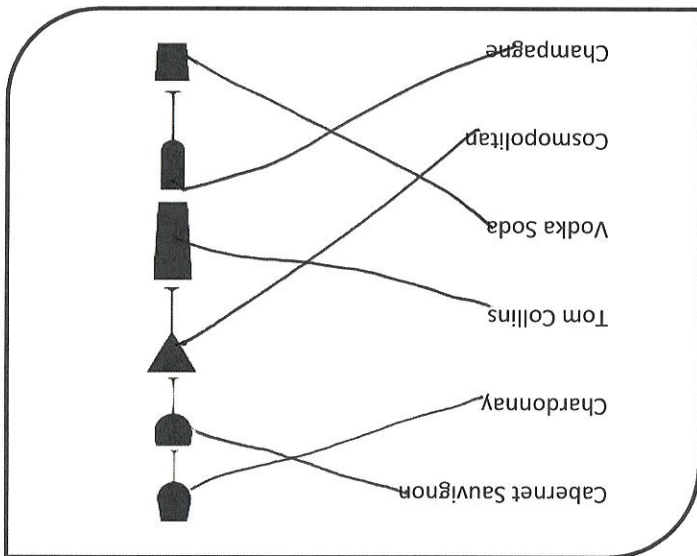


Bartenders Test

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):

Guyana, Bombay Sapphire, Patron

What are the ingredients in a Manhattan? *Sweet Vermouth & Bourbon - Classics*

What are the ingredients in a Cosmopolitan? *Cranberry, Citrus, Vodka, Grapefruit*

What are the ingredients in a Long Island Iced Tea? *Vodka, Rum, Tequila, Gin, Orange Juice*

What makes a margarita a "Cadillac"? *Premium liquor & float garnish*

What is simple syrup? *Sugar & hot water (boiling liquid parts) then cool down*

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

No. Vigor Blend

What should you do if you break a glass in the ice? *Run the well & apologize !!*

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? *Triple Sec (Cointreau) - Agave - Lemony - Sweet & Sour - Fresh squeezed lime - float garnish*