



Name: Joseph ORSI

Taborca ID: 10888

Date of Hire:  

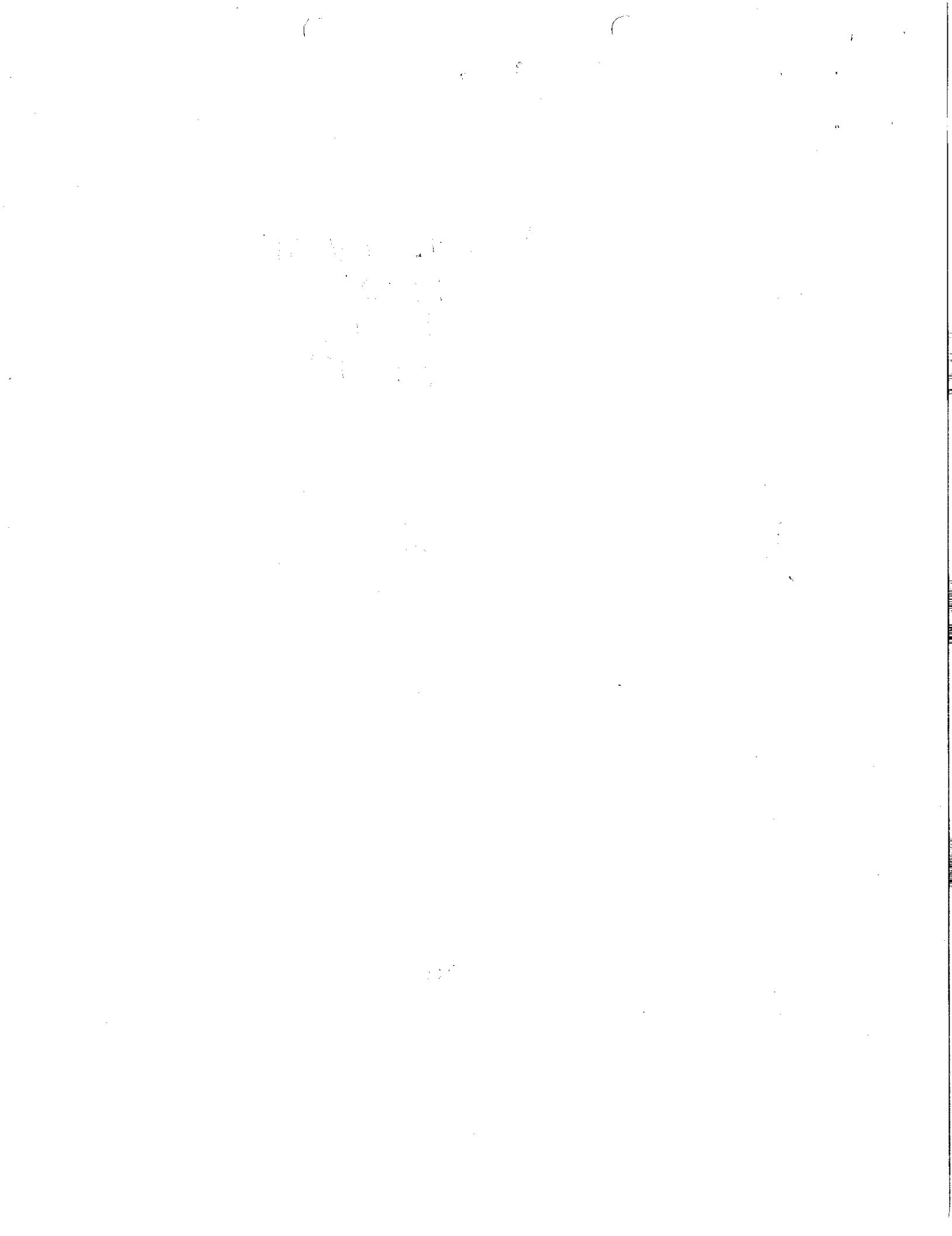
Date of Re-Act: 7/10/17

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check (Asurint)
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it



**Grill Cooks Test**

**Score / 40**

Multiple Choice Test (1 point each)

A 1) **How much time should you take to wash your hands with soap?**

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

40-45° 2) **The recommended temperature for your refrigerator is...**

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

d 3) **Food handlers must always wash their hands**

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

C 4) **The most important reason for having food handlers wear hair restraints is to**

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

C 5) **Which of these conditions requires immediate corrective action?**

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

6) 6) **Bacteria grow best in the temperature "danger zone" which includes temperatures between?**

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

d 7) **After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?**

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

d 8) **Which of the following is NOT an approved method to thaw potentially hazardous foods?**

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

C 9) **Wiping cloths stored submerged in a bucket of sanitizing solution are for:**

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

## Grill Cooks Test

C 10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C 11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

128 12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

U 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A 14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

145° 15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

C 16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

b 18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

## Prep Cooks Test

Score / 15

Multiple Choice Test (1 point each)

D 1) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

3

C 2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

24/15

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- e) All of the above

D 9) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

# Prep Cooks Test

b

10) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

C

11) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
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- c) 160° F
- d) 180° F

C

12) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
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- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

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- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

b

15) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Name: Orsi, Joseph Phone #: (408)508-1444  
 Email: nfg182gc@hotmail.com Taborca ID#: 10888  
 Address: 2011 Little Orchard St. San Jose, CA 95125  
 Date of Birth: 05/12/12 SSN: 103-58-1742 Date of Hire: 05/07/13

**Section One**

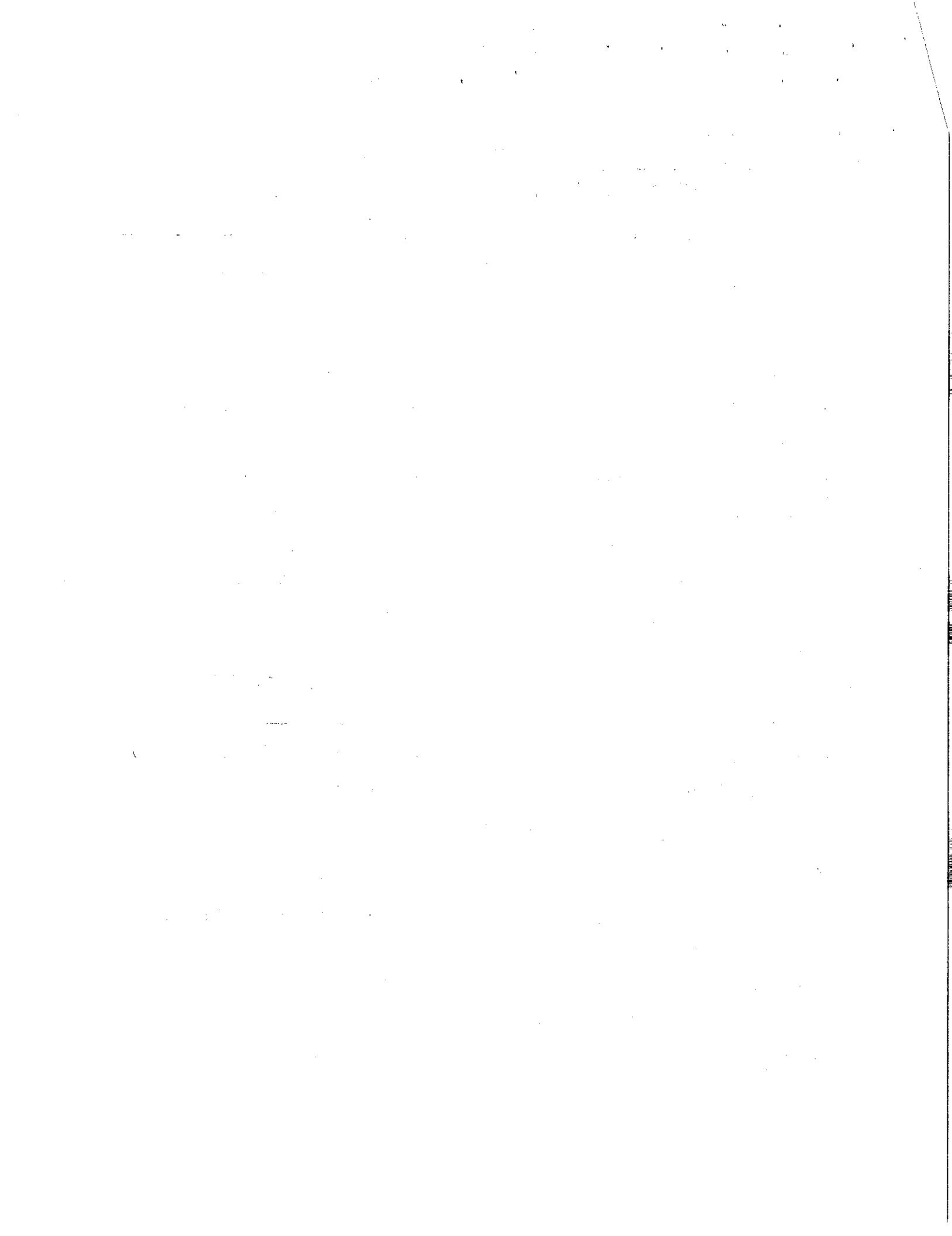
**Employee File Checklist (note "n/a" if not applicable)**

<input checked="" type="checkbox"/> Application for Employment	<input checked="" type="checkbox"/> Confidentiality & Non-Disclosure
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> Agreement
<input checked="" type="checkbox"/> Skills Test / Interview notes	<input checked="" type="checkbox"/> Additional Information/Emergency
<input checked="" type="checkbox"/> Offer Letter	<input checked="" type="checkbox"/> Contact
<input checked="" type="checkbox"/> Food Handlers Card/Certification	<input checked="" type="checkbox"/> California Labor Code Form 2810.5
Expiration <u>  /  /  </u>	(California Employees Only)
<input type="checkbox"/> Alcohol/Liquor Serving Certification	<input type="checkbox"/> Designation of Personal Physician
<input checked="" type="checkbox"/> I-9 Form and copies of required form(s) of ID (filed in secured I-9 binder)	<input checked="" type="checkbox"/> Absenteeism & Tardiness Policy
<input checked="" type="checkbox"/> New Hire Acknowledgement Form	<input type="checkbox"/> Essential Staff Care Election Form (Filed
<input checked="" type="checkbox"/> Authorization and Release to Obtain Information	in secure ESC binder)
<input checked="" type="checkbox"/> Sexual Harassment/Harassment Policy Acknowledgement	<input checked="" type="checkbox"/> W-4: Single <input checked="" type="checkbox"/> Married (Circle one) Exemptions <u>2</u>
	<input checked="" type="checkbox"/> Direct Deposit <input checked="" type="checkbox"/> Global Cash Card / Live Check (Circle one)

**Section Two**

**Employee Setup**

<input checked="" type="checkbox"/> E-Verify Documentation	<input type="checkbox"/> ESC Enrollment Form sent to HR
CVN#: <u>2013127151728BN</u>	<input checked="" type="checkbox"/> Attended New Hire Orientation
<input checked="" type="checkbox"/> Background Check (Sterling)	Date: <u>05/09/13</u>
File Ref #: <u>5273302</u>	<input checked="" type="checkbox"/> New Hire List
<input type="checkbox"/> Direct Deposit / Global Cash Card form sent to Payroll	<input checked="" type="checkbox"/> Taborca
	<input type="checkbox"/> Upload Resume & Food Handlers Card



# JOSEPH ORSI

2011 LITTLE ORCHARD, APT 202, SAN JOSE, CA 95125-408-508-1444 •NFG182GC@HOTMAIL.COM

## OBJECTIVE

To join an establishment that produces outstanding food. My 20+ years of experience in this field would more than qualify me to do anything necessary in any kitchen environment. My skill set include such things as:

- Line Cooking
- Professional Baker
- Grilling for high volume
- Food Preparation
- Sous Chef
- Specialty Pizza Maker
- Inventory Accounting
- Sauté Chef
- Retail Management

## Experience Highlights

### *Specialty Donut Maker for Psycho Donuts*

- Able to make donuts of crazy and creative designs.
- Kitchen management skills.
- Able to work solo or within a group to get work done quickly and effectively.

### *Specialty Pizza Maker for Roma Pizzeria*

- Able to create exotic/custom Pizza
- Strong Team Player
- Creative in Designing Specialty Cuisine

### *Sauté Chef for Italian Restaurant*

- 10+ Years Experience in 3-5 star restaurants making Italian and Mediterranean Cuisine
- Able to Create or Design Daily Specials
- Input on Menu Choices

### *Kitchen Management*

- 8 Years Experience Working as an Active Kitchen Manager
- Responsible for Maintaining Productive Food Cost and Waste Prevention
- Writing Schedules and the Ability to Higher Staff

## Employment History

**Professional Baker**, Psycho Donuts, Campbell, CA, 3/12-Present

**TSR**, Residential Programs Inc, Eatontown, NJ, 4/11-3/12

**TSR**, New York Fraternal Order of Police, Troy, Ny, 4/07-5/09

**Chef**, Daniel's At Ogdens, Albany, NY, 12/04-02/07

**Sauté Chef**, Leo's Italian Grill, Tampa, FL, 12/99-11/04

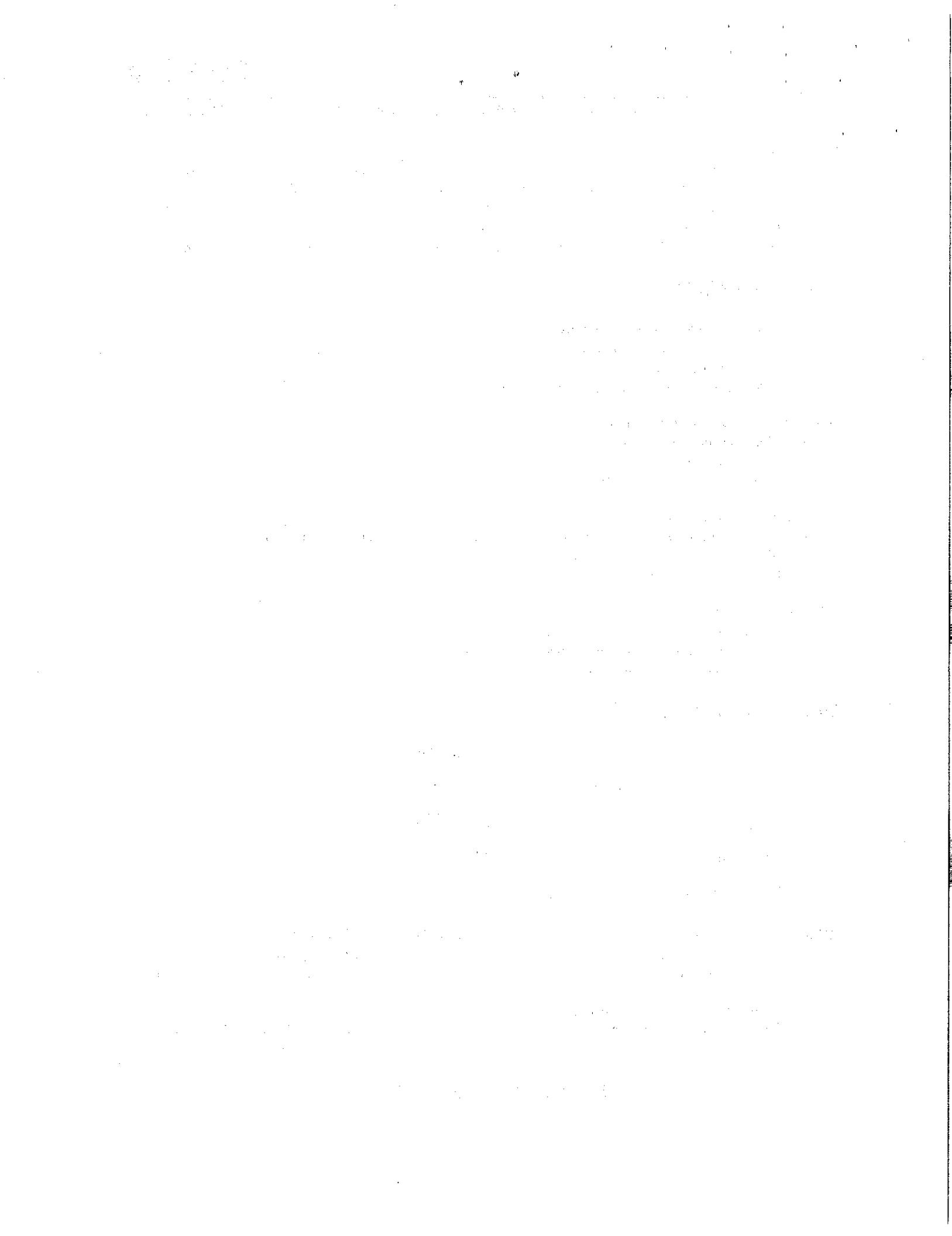
## Education & Training

- Port Jervis High, Port Jervis, NY  
**High School Diploma**
- Premier Food Safety, San Jose, CA  
**Food Handlers Certificate**

## Community Involvement

- Schenectady City Mission, 04/10-10/11  
Volunteering To Cook for the Homeless and  
Disabled of New York
- EHC Life Builders, 10/11-Present  
Volunteering to Cook for the Homeless,  
Disabled, and Veterans of San Jose

**References Available Upon Request**



# Interview Note Sheet

## Applicant Information

Name: <u>Joseph Orsi</u>	Interviewer: <u>Vilay</u>
Date: <u>05/07/13</u>	Rate of Pay: <u>\$13 phr</u>
Position (s) Applied for: <u>Grill, Line Cook</u>	Referred by: <u>CC</u>

sa

## Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	12/15	80%	Barista	/10	%
Grill Cook	1/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking  
FT

## Relevant Experience & Summary of Strengths

Knife  
strong  
adv.

Sous Chef, menu development Total of 20 yrs  
Chef specials in COOK  
Catering events, weddings, parties @ Donut Shop

Stations Cuisines: (Lead Kitchen/Cook)  
3 Line 3 Italian 3 Pizza, Italian Cuisines  
3 Grill 3 Mediterranean 3 Middle East in New York  
3 Baking

P.O.S. Experience: Y 1 N details:

## Transportation



Public Transit

Carpool ( Rider / Driver )

## Regions Available to work

SF City

East Bay

Outer East Bay

SF or SJ Peninsula

SF North

San Jose

South San Jose

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

## Availability

Open

AM only

PM only

Weekends only

Weekdays only

details:

can start ASAP

## Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Non Slips

Chef Pants

Knives

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Italian



# Interview Note Sheet

## Applicant Information

Name: <u>Joseph ORSF</u>	Interviewer: <u>Nadene</u>
Date: <u>7.10.17</u>	Rate of Pay: <u>17</u>
Position(s) Applied for: <u>Grill Line/Sn. Chef</u>	Referred by: <u>NA</u>

## Test Scores

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

SEARCHING

Full-Time
Part-Time

## Relevant Experience & Summary of Strengths

### Knife Skills

Total of 30+ in Food Service

Line prep Grill Sous 30+

### Cuisines

Good Personality looking for  
Perm FT.

### Stations:

1  
2  
3

P.O.S. Experience: Y / N details: YOS

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other

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:

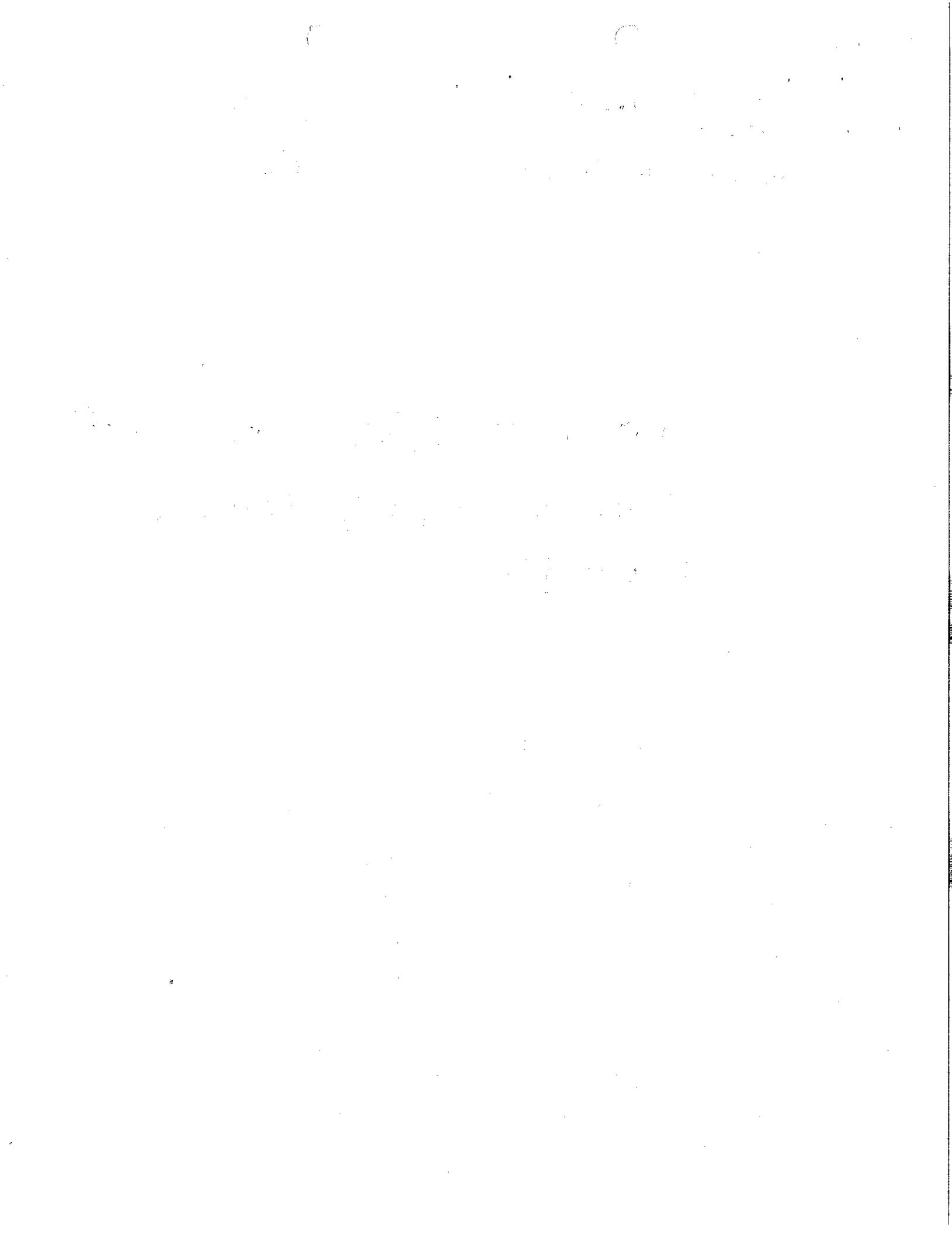
Would you recommend this applicant for Acrobat Academy?

NO

Convention Candidate?

yes

Other Languages Spoken:



## 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 Joseph Glen Orsi Date: 3/15/13  
 Home Telephone (408) 508-1444 Other Telephone ( )  
 Present Address 2011 Little Orchard st  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address NFG182GC@Hotmail.com

### EMPLOYMENT DESIRED

Position applying for: Line Cook Salary desired: \_\_\_\_\_  
 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? 3/18/13

*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
	<u>open</u>						
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  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.)

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Have you ever been convicted of a felony within the past ten years other than a conviction for marijuana possession or that resulted in a referral to, and participation in, any pretrial or post trial diversion program? (Please note that conviction of a crime is not an automatic bar to employment—all circumstances, including the nature, date and relevance of the offense to the position applied for will be considered.)

Yes  No

Have any of these convictions as described above involved fraud, embezzlement, passing checks, forgery, and theft, including identity theft? If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case. If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s).

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#### EDUCATION & SKILLS

NAME OF SCHOOL Port Jervis HS	CITY & STATE P.J. NY	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: Cooking for the past 20 years			

#### 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 Psycho Donuts

Type of Business Food Telephone No. (408) 569-6943 Supervisor's Name Ron Levi

Your Position and Duties Lead baker, responsible for overnight production

Dates of Employment: From 3/15 To present Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: Change of place

Name and Address of Employer Psycho Donuts 2006 Winchester Blvd. Campbell CA

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business Hospitality Telephone No. (408) 569-6943 Supervisor's Name Ron Levi  
Your Position and Duties Lead baker, production of entire menu replenishment  
for two stores. Micro manage three decorators.

Dates of Employment: From 3/15 To Present Weekly Pay: Starting 7 Ending \_\_\_\_\_

Reason for Leaving: Change of place

Name and Address of Employer Psycho Donuts 2006 Winchester blvd, Campbell

Type of Business Fundraising Telephone No. (732) \_\_\_\_\_ Supervisor's Name Shawn Smith

Your Position and Duties TSP Gain donations for Police and Fire.

Dates of Employment: From 4/11 To 3/12 Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: Moved to CA

Name and Address of Employer Residential Programs Inc.

Type of Business \_\_\_\_\_ Telephone No. (732) 389-1113 Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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**

*JD*  
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.

*JD*  
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.

*JD*  
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.

*JD*  
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.

*JD*  
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

*JD* Date 3/15/13



## Employment Application

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### PLEASE PRINT

Full Name Joseph Orsi Date: 7-7-17  
Home Telephone (408) 375-1373 Other Telephone (408) 375-1373  
Present Address 1144 Woodminster Dr, San Jose, CA 95121  
Permanent Address, if different from present address:  
Email Address NFC 182 66 @ Hotmail.com

### EMPLOYMENT DESIRED

Position applying for: Chef Salary desired: \_\_\_\_\_

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 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? \_\_\_\_\_

*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>OPEN</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.) \_\_\_\_\_

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Port Jervis High School	Port Jervis, N.Y.	12	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:

*Microsoft Excel, Office. Cooking professoal for 23 years.*

**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 Chef On 5

*Ralph Rojas*

Type of Business Weight management Telephone No. (    ) Supervisor's Name   

Your Position and Duties Executive Chef. Develop, document, and manage all aspects of the culinary program.

Dates of Employment: From 1/16 To 3/17 Weekly Pay: Starting \$1,000 Ending \$1,000

Reason for Leaving: CEO closed down, due to failed app deal.

Name and Address of Employer Chef Ron Levi Catering Ctr

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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 \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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**

*Jo* 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.

*Jo* 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.

*Jo* 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.

*Jo* 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.

*Jo* 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 7-7-17

# Joseph Orsi

1144 Woodminster Dr, San Jose, CA 95121

408-375-1373 -- Nfg182gc@Hotmail.com

## Professional Summary

*Skilled and knowledgeable chef. Disciplined in preparing and administering Good Eats of all types. Adept in managing all BOH operations. While exceeding limits and expectations with design, cooking and presentation.*

---

## Core Qualifications

- *Strong hands on experience in management and preparation of dinning in or catering small and large events.*
- *Able to accommodate a variety of palettes, diets, etc.*
- *Mindfully monitoring stock and daily rotation. Zero waste mastered.*
- *Creative and organized plate presentations.*
- *Custom innovations for complicated dishes or simple short order.*
- *Solid understanding of best ways to cut costs and manage time.*
- *Excellent communication skills for training, or giving instructions on elevating present menu.*
- *Ensure safe food handling of all raw material.*

---

## Experience

Executive Chef

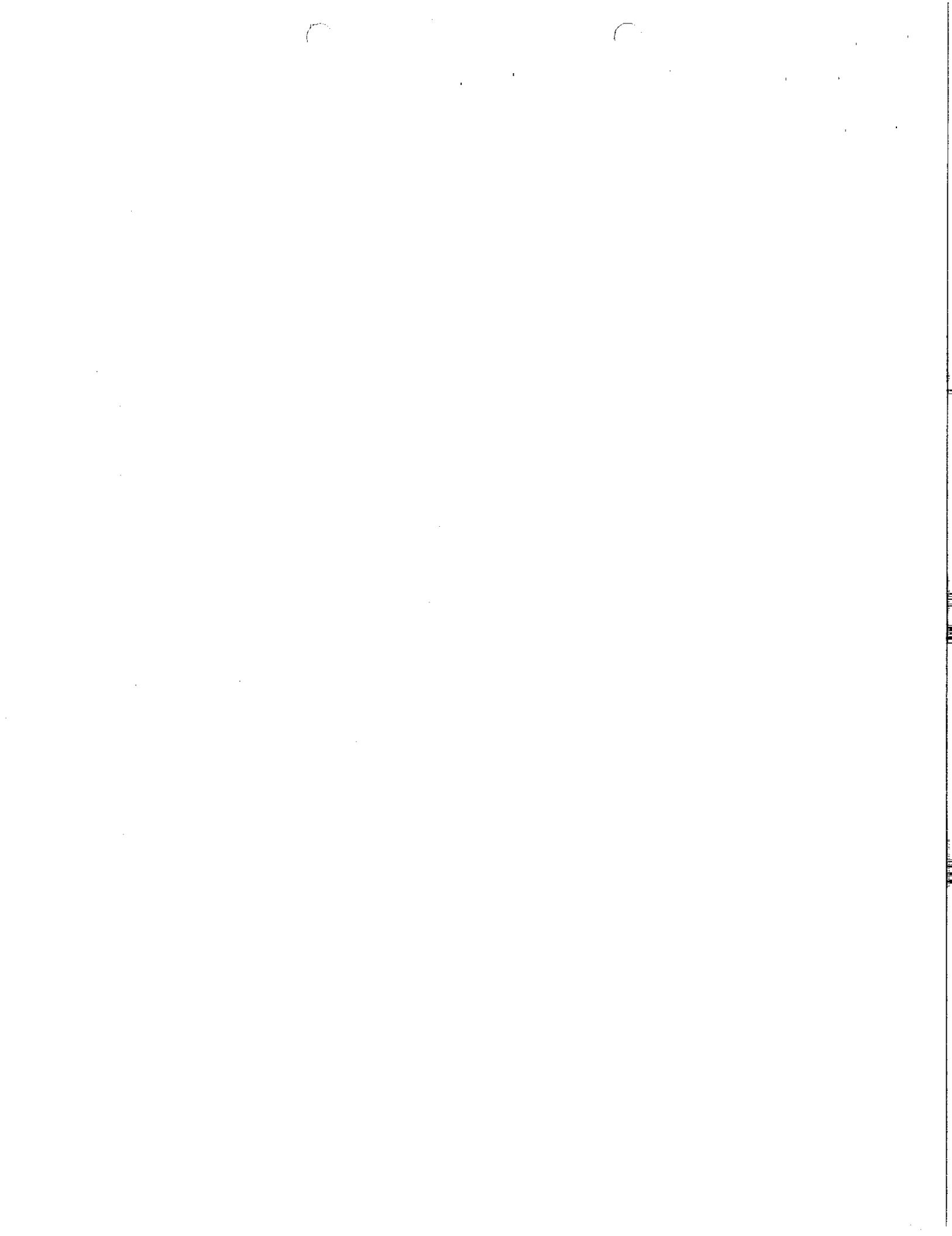
Jan 2016 – Mar 2017

Lean On 5

San Francisco Bay Area

*Develop, document, and manage all aspects of the Culinary program at Lean On 5. Advise the CEO*

*Regarding food related programs, food production, and development. Direct board related marketing through strategic partnerships, cross marketing, and social media. Develop and execute customer retention programs. Create menus, manage food and labor cost, negotiate contracts for procurement of ingredients. Higher, train, manage, all food related personnel. Execute production, drive sales, interact with clients in a customer service capacity.*



# JOSEPH ORSI

1144 WOODMINSTER DR, SAN JOSE, CA 95121 408-375-1373 •NFG182GC@HOTMAIL.COM

## OBJECTIVE

To join an establishment that produces outstanding food. My 20+ years of experience in this field would more than qualify me to do anything necessary in any kitchen environment. My skill set include such things as:

- Line Cooking
- Professional Baker
- Grilling for high volume
- Food Preparation
- Sous Chef
- Specialty Pizza Maker
- Inventory Accounting
- Sauté Chef
- Retail Management

## Experience Highlights

### *Private Health food Meal Preparation*

- Responsible for creating and assembling meals based on macrobiotic requirements of clients
- Ordered all food and supplies for the business.
- Maintained Kitchen health and Food standards.

### *Specialty Donut Maker for Psycho Donuts*

- Able to make donuts of crazy and creative designs.
- Kitchen management skills.
- Able to work solo or within a group to get work done quickly and effectively.

### *Specialty Pizza Maker for Roma Pizzeria*

- Able to create exotic/custom Pizza
- Strong Team Player
- Creative in Designing Specialty Cuisine

### *Sauté Chef for Italian Restaurant*

- 10+ Years Experience in 3-5 star restaurants making Italian and Mediterranean Cuisine
- Able to Create or Design Daily Specials
- Input on Menu Choices

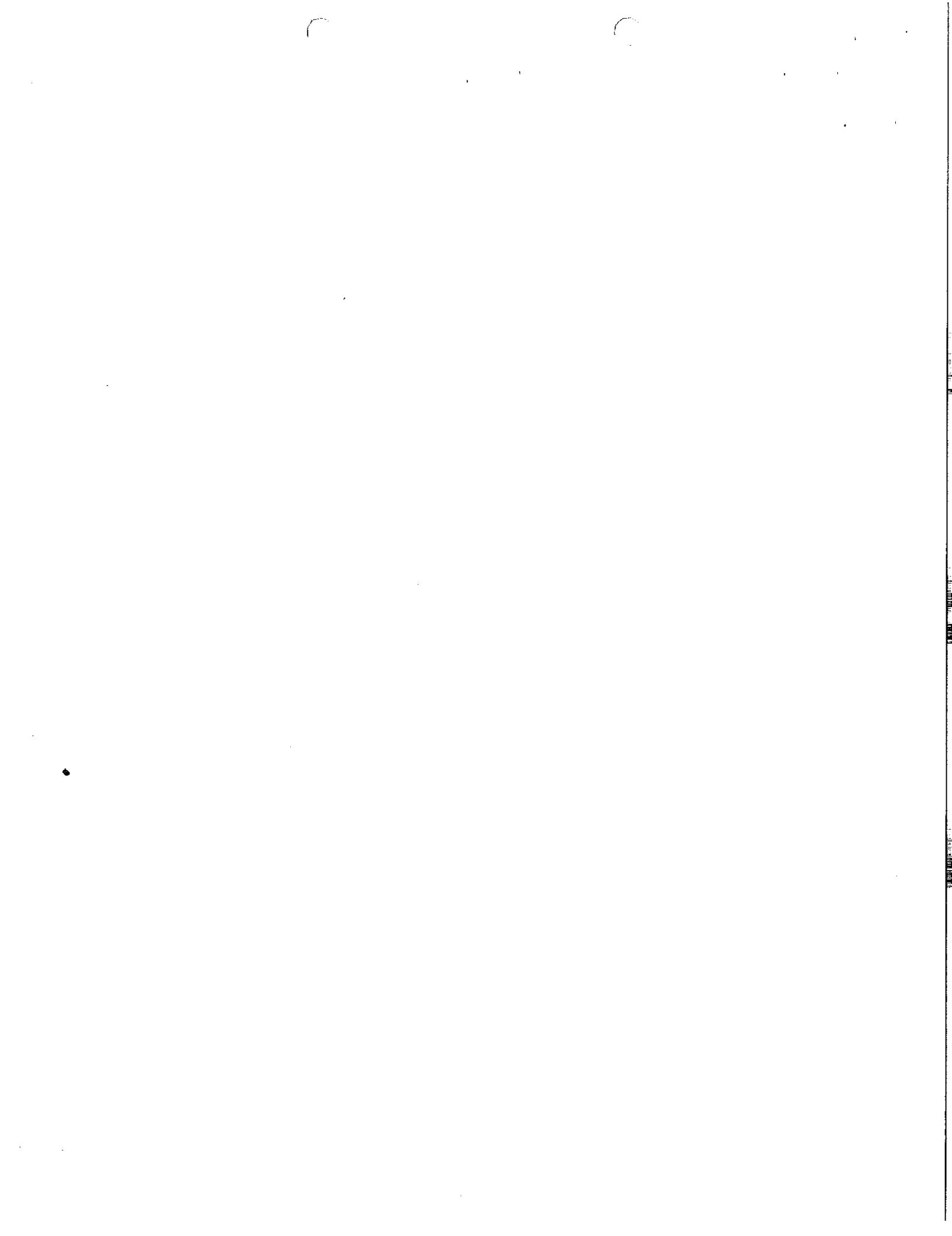
### *Kitchen Management*

- 8 Years Experience Working as an Active Kitchen Manager
- Responsible for Maintaining Productive Food Cost and Waste Prevention
- Writing Schedules and the Ability to Higher Staff

## Employment History

**Professional Baker**, Psycho Donuts, Campbell, CA, 3/12-Present

**TSR**, Residential Programs Inc, Eatontown, NJ, 4/11-3/12



**TSR**, New York Fraternal Order of Police, Troy, Ny, 4/07-5/09

**Chef**, Daniel's At Ogdens, Albany, NY, 12/04-02/07

**Sauté Chef**, Leo's Italian Grill, Tampa, FL, 12/99-11/04

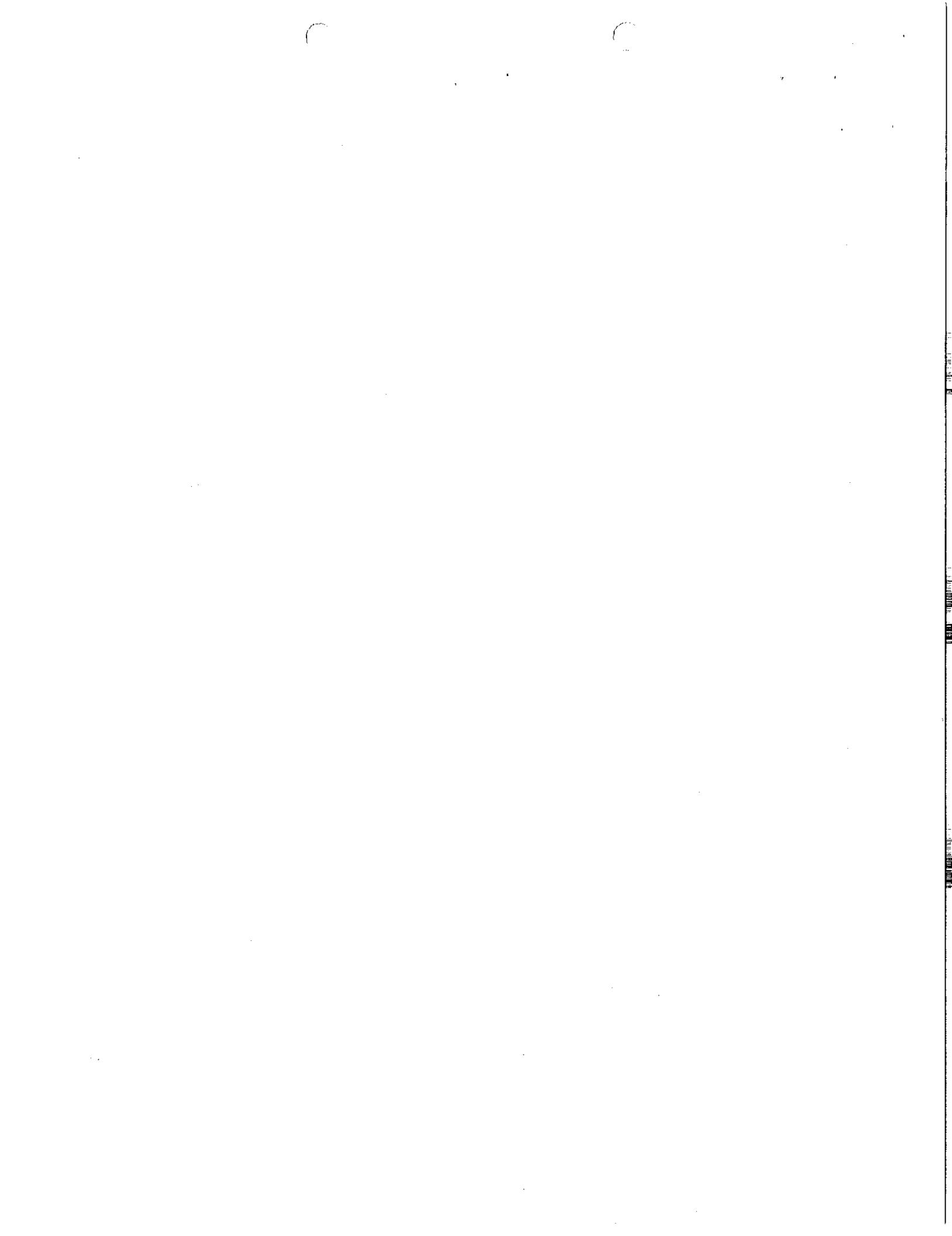
### **Education & Training**

- Port Jervis High, Port Jervis, NY  
**High School Diploma**
- Premier Food Safety, San Jose, CA  
**Food Handlers Certificate**

### **Community Involvement**

- Schenectady City Mission, 04/10-10/11  
Volunteering To Cook for the Homeless  
and Disabled of New York
- EHC Life Builders, 10/11-Present  
Volunteering to Cook for the Homeless,  
Disabled, and Veterans of San Jose

**References Available Upon Request**



Date 5-7-13

Name Joe Orsi

Address  
2011 Little Orchard St  
San Jose, CA 95125

**Offer Letter & Acknowledgment**

Acrobat Outsourcing is pleased to offer you a position as:

- Position at the rate(s) of \$ 13.00 per hour starting on May 7, 2013

Grill, Line & Prep Cook

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

**ACCEPT Job Offer**

By signing and dating this letter below, I, Joseph Orsi, accept this job offer of Grill, Line, Prep by Acrobat Outsourcing.

Signature JO

Date 5/7/13

OR

**DECLINE Job Offer**

By signing and dating this letter below, I, \_\_\_\_\_, accept this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.





## NOTICE TO EMPLOYEE

### ***Labor Code section 2810.5***

Effective January 1, 2012, California Labor Code section 2810.5(a) requires that the following information be provided to each employee at the time of hire in the language the employer normally uses to communicate employment-related information. Exceptions to this requirement are indicated on the next page. This notice is available in other languages at [www.dir.ca.gov/DLSE](http://www.dir.ca.gov/DLSE).

#### **EMPLOYEE**

Employee Name: Joseph Ors Hire Date: 5/7/13

#### **EMPLOYER**

Name of Employer: ACROBAT OUTSOURCING

(Check all that apply):  Sole Proprietor  Corporation  Limited Liability Company  General Partnership

Other type of entity: \_\_\_\_\_

Staffing agency (e.g., temp agency or PEO)

Other Name Employer is doing business as (if applicable): \_\_\_\_\_

Physical Address of Main Office: 665 THIRD STREET, SUITE 415 SAN FRANCISCO, CA 94107

Employer's Mailing Address: 665 THIRD STREET, SUITE 415 SAN FRANCISCO, CA 94107

Employer's Telephone Number: (415) 431-8826

If the worksite employer uses any other business or entity to hire employees or administer wages or benefits, complete the information above for the worksite employer, complete the information below for the other business, and complete the remaining sections. If there is no other business or co-employer, or if the only other business is a recruiting service or a payroll processing service, skip the rest of this section, and complete the remaining sections.

Name of Other Business: \_\_\_\_\_

This other business is a:

Professional Employer Organization (PEO) or Employee Leasing Company or a Temporary Services Agency

Other: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**WAGE INFORMATION**

Rate(s) of Pay: \_\_\_\_\_ Overtime Rate(s) of Pay: \_\_\_\_\_

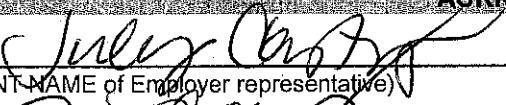
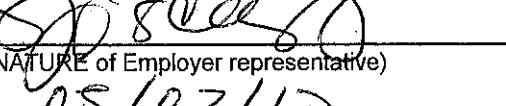
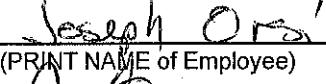
Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission Other (provide specifics): \_\_\_\_\_Employment agreement is (check box):  Oral  Written

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances): \_\_\_\_\_

Regular Pay Day: \_\_\_\_\_ WEEKLY/EVERY FRIDAY

**WORKERS' COMPENSATION**Insurance Carrier's Name: **US HEALTHWORKS**Address: **25124 Springfield Court Suite 200 Valencia, CA 91355**Telephone Number: **800.720.2432**

Policy No.: \_\_\_\_\_

 Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_**ACKNOWLEDGMENT OF RECEIPT**  
(PRINT NAME of Employer representative)  
(SIGNATURE of Employer representative)05/07/13  
(Date provided to employee & signed by representative)  
(PRINT NAME of Employee)  
(SIGNATURE of Employee)05/07/13  
(Date received by employee & signed by employee)

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

This Notice is NOT required if (a) you are directly employed by the state or any political subdivision thereof, (b) you are an employee who is exempt from the payment of overtime wages by statute or wage order, or (c) you are covered by a collective bargaining agreement that expressly provides for wages, hours of work and working conditions, and provides for premium wage rates for all overtime worked.

The full text of Labor Code section 2810.5 may be found at [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html). Check "Labor Code" and search for "2810.5" in quotes.

The employee's signature on this notice merely constitutes acknowledgement of receipt. In accordance with an employer's general recordkeeping requirements under the law, it is the employer's obligation to ensure that the employment and wage-related information provided on this notice is accurate and complete. Furthermore, the employee's signature acknowledging receipt of this notice does not constitute a voluntary written agreement as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.

**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Joseph Orsi

Start Date: 7/10/17

**EMPLOYER**

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**WAGE INFORMATION**

Rate(s) of Pay: \$117 Overtime Rate(s) of Pay: \$123.80

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission

Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Nadeane Nielsen  
(PRINT NAME of Employer representative)

7/10/17  
(SIGNATURE of Employer Representative)

7/10/17  
(Date)

Joseph Ors  
(PRINT NAME of Employee)

7/10/17  
(SIGNATURE of Employee)

7/10/17  
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

## **Unlawful Harassment and Sexual Harassment Policy**

Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner, age, sexual orientation, gender identity or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful.

Acrobat Outsourcing anti-harassment policy applies to all persons involved in the orientation of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any employee, including supervisors, coworkers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, swearing or cursing, slurs or unwanted sexual advances, invitations, or comments about an individual's body; sexually degrading words used to described an individual; or suggestive or obscene letters, notes, e-mails or invitations;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Prolonged staring or leering which might be constructed as sexual or threatening in nature;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return of sexual favors;
- Intimidation, and objectionable conduct directed at another person;
- Stalking, electronic communications harassment, impeding a person's movement, sexual battery or other improper activities as provide for under state criminal law;
- On-line harassment such as e-mail or attachments, materials posted about a person, chat room discussions, and viewing/downloading of an-line pornography, sexual offensive material, or discriminating materials;
- Suggestive or obscene clothing, to include designs and printed matter;
- Suggestive or obscene tattoos and body art, suggestive or obscene piercing; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint or speak to any Company supervisor or the Human Resources Department as soon as possible after the incident. Your

complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the Human Resources Department.

Acrobat Outsourcing will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If Acrobat Outsourcing determines the unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Acrobat Outsourcing to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A company representative will advise all parties concerned of the results of the investigation. Acrobat Outsourcing will not be retaliation by you or any witness for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

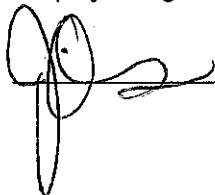
Acrobat Outsourcing encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of fair Employment and Housing investigates and prosecute complaints of prohibited harassment employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate State or federal agency.

It is imperative, once the investigation is stated that all involved employees including witnesses and the allege perpetrator completely and honestly assist the investigation. This would include, but not limited to, providing honest and accurate statements, being available for interviews, and assisting in the successful completion of the investigation. Failure to do so on any involved employee's party may be cause for disciplinary action, up to and including termination.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. *All such harassment is unlawful.* Presidio Financial Partners anti-harassment policy applies to all persons involved in the operations of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any other employee, including supervisors and coworkers.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment that is free of unlawful harassment. Presidio financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Outsourcing and prohibits unlawful harassment by any employees.

Employee Signature



Print Name

Joseph Arsi

Date

5/7/13

## AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

California, Oklahoma, and Minnesota residents only: If you are a current resident of CA, OK, and MN, you have the right to receive a copy of any consumer report pertaining to you that is obtained by us from a consumer reporting agency. If you would like a free copy of any report that is obtained or prepared, please check the box.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit Acrobat Outsourcing to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I further direct and authorize such third parties who may be the custodians of or who may be in possession of requested records or information to disclose such information or records to Acrobat Outsourcing or their representatives and agents, in connection with this authorization and release.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Acrobat Outsourcing from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize Acrobat Outsourcing to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. I voluntarily provide my date of birth in order to obtain, and verify records obtained in, the background check. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Full Name Joseph Orsi  
(Please print name clearly.)

Date 5/7/13

Full Name   
Signature

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

\*\*\*\*THE INFORMATION SUPPLIED BELOW WILL ONLY BE USED TO REQUEST AND VERIFY RECORDS\*\*\*\*

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Maiden Names/Prior Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

DL: \_\_\_\_\_ DL State: \_\_\_\_\_ Exp Date: \_\_\_\_\_

## ABSENTEEISM AND TARDINESS POLICY

All Acrobat Outsourcing employees are expected to be at their client site prepared to work at the scheduled time. Regardless of the reason, absenteeism and tardiness are subject to disciplinary action.

**Absenteeism:** is defined as failure to report for work without prior approval of the Acrobat Outsourcing Staffing Supervisor

**Tardiness:** is defined as arriving late for work or returning late from breaks/meals, or early departure from work.

## POLICY

### Calling off/Absent

If you are not able to make it to your scheduled shift, ***you are required to give us 24-hour notice for a cancellation.***

### Illness

If you are sick, ***you are required to contact your Staffing Manager at Acrobat Outsourcing no less than 3 hours before your scheduled shift.***

### NO CALL/NO SHOW

Grounds for automatic termination

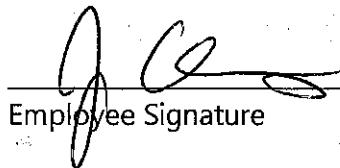
## DISCIPLINARY ACTION

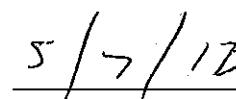
#### ▪ First Occurrence:

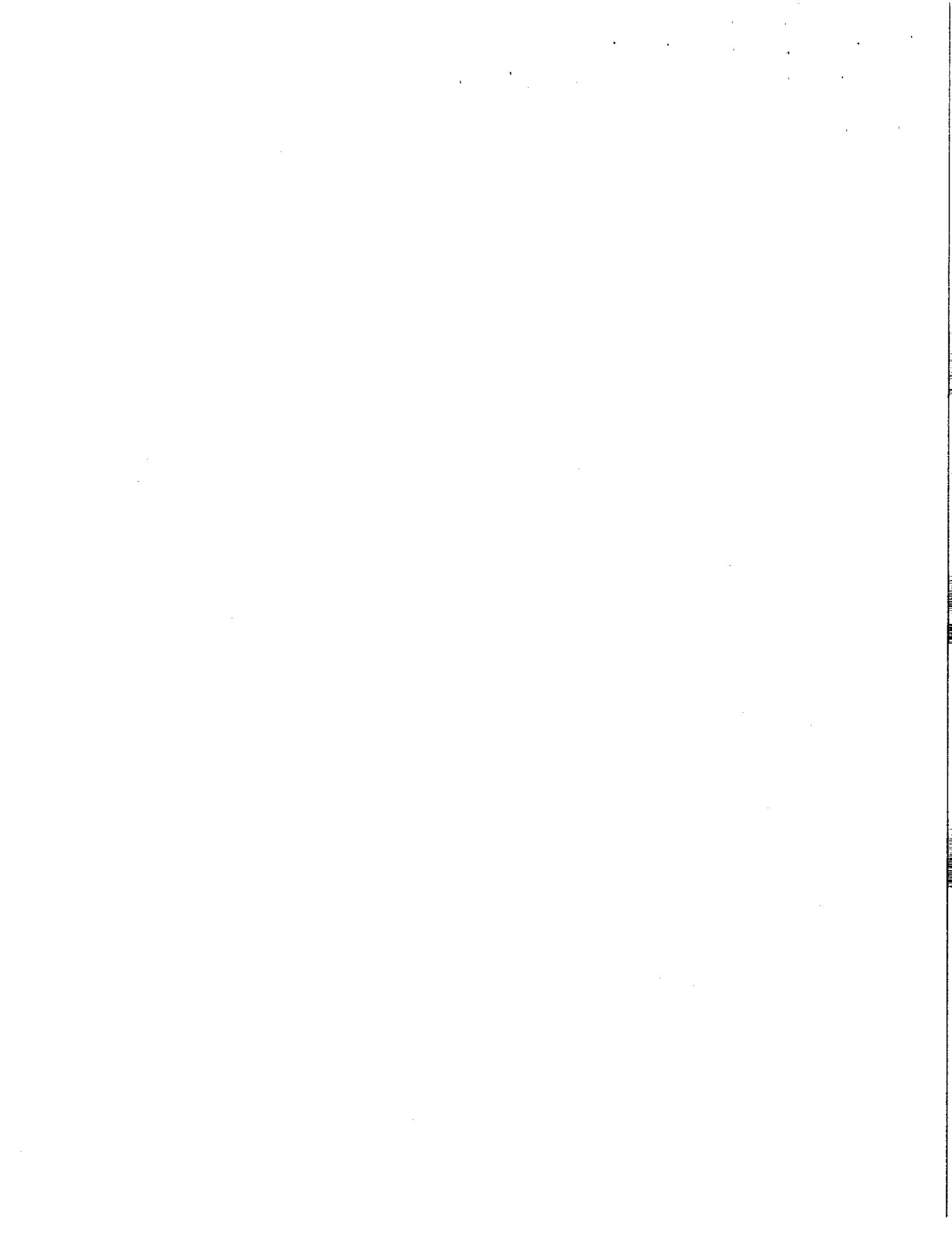
- Employee receives verbal counseling from Staffing Manager.

#### ▪ Second Occurrence

- Employee will receive a written counseling form and placed on suspension.  
Any additional occurrences may result in further disciplinary action.

  
Employee Signature

  
Date



**Confidentiality and Non-Disclosure Agreement**

I, the undersigned employee, understand that in the course of my employment with Acrobat Outsourcing, I may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of Acrobat Outsourcing, its research and development, or the business of its customers. Such trade secret information includes, but is not limited to, software, inventions, processes, compilations of information, records, specifications and information concerning customers and/or vendors.

I agree that I will not disclose any of the above mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with Acrobat Outsourcing.

I also understand that client lists of Acrobat Outsourcing, for which I have, or may have, access to during my employment, are trade secrets and shall be solely the property of Acrobat Outsourcing. I agree that I shall neither directly nor indirectly solicit business as to products or services competitive with those of [Acrobat Outsourcing] based on information from the client lists.

Finally, I understand that I am an at-will employee of Acrobat Outsourcing and that this agreement is not to be construed as constituting a promise of continued employment.

Joseph Orgi  
Name of Employee (Please Print)

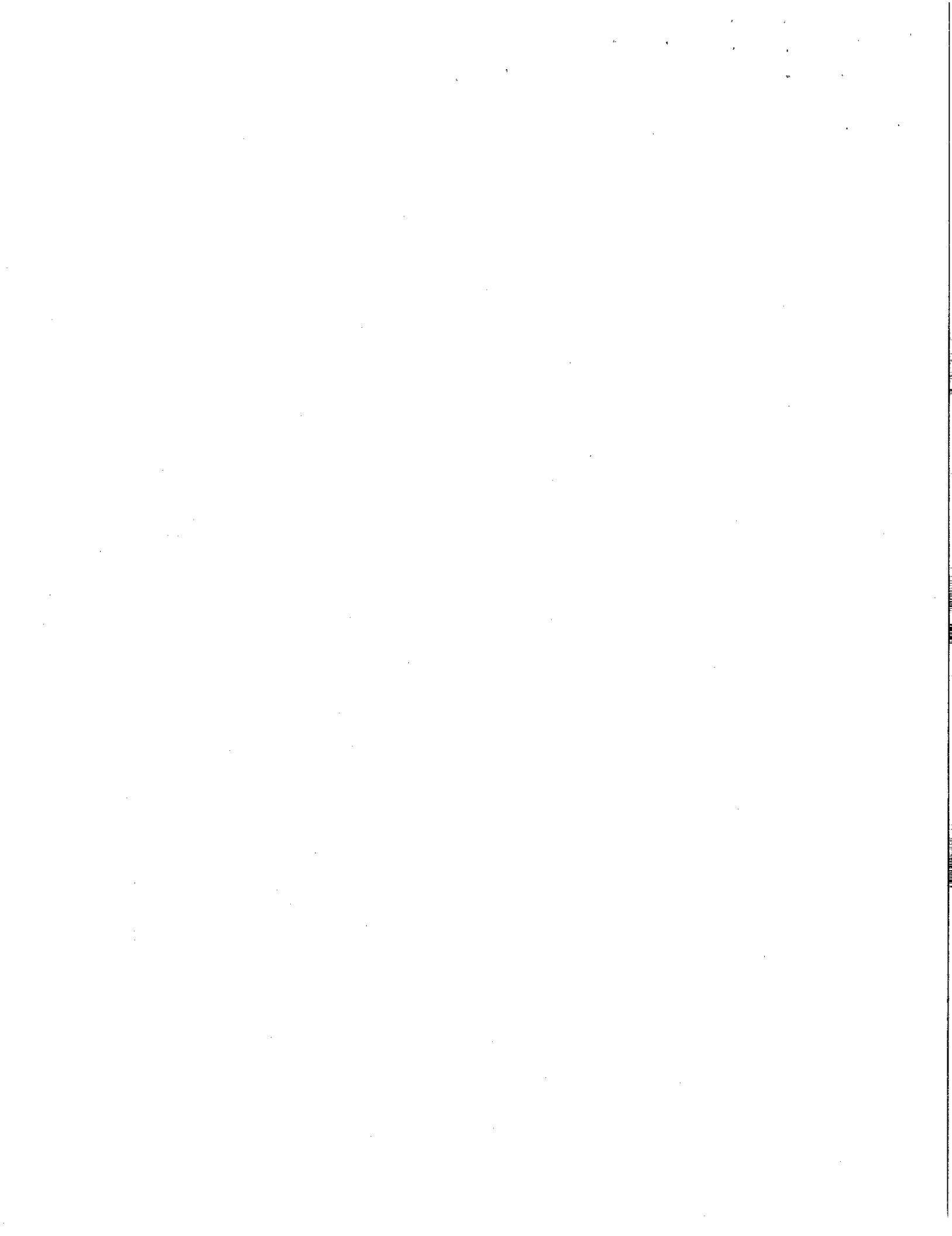
  
Signature of Employee

3/7/13  
Date

Name of Witness (Please Print)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



## ADDITIONAL INFORMATION - SAN FRANCISCO

Name: Orsi, Joseph

What is your means of transportation?

Car  Public Transit  Occasional Car

Are you interested in carpool?

Rider  Driver  Not Interested

What is your work interest?

Full Time  Part Time  Same Day

Please select the uniforms you own:

<input type="checkbox"/> Black Vest	<input type="checkbox"/> Business Casual	<input checked="" type="checkbox"/> Black Chef Pants
<input type="checkbox"/> Bowtie	<input type="checkbox"/> Business Professional	<input checked="" type="checkbox"/> Checkered Chef Pants
<input type="checkbox"/> Black Bistro	<input checked="" type="checkbox"/> Chef Knives	<input type="checkbox"/> Khakis & Polo
<input type="checkbox"/> White Bistro	<input checked="" type="checkbox"/> Chef Whites	<input type="checkbox"/> 1/2 Tuxedo (No Jacket)
		<input type="checkbox"/> Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

<input checked="" type="checkbox"/> Corporate Kitchen	<input checked="" type="checkbox"/> Catering/Banquet	<input checked="" type="checkbox"/> Restaurant/Café	<input type="checkbox"/> Warehouse/Utility
<input type="checkbox"/> DW/Porter/Utility	<input type="checkbox"/> Fine Dining	<input type="checkbox"/> Conventions/Event	<input type="checkbox"/> Stadium/Arena
<input type="checkbox"/> Captain/Manager	<input type="checkbox"/> Office Help		
	<input type="checkbox"/> Food Demonstrator	<input type="checkbox"/> Housekeeping	

Please select the areas where you are willing to work:

<input type="checkbox"/> SF - City	<input checked="" type="checkbox"/> SJ - Central
<input type="checkbox"/> SF - East Bay	<input checked="" type="checkbox"/> SJ - East (South of 580)
<input type="checkbox"/> SF - North	<input checked="" type="checkbox"/> SJ - Outer Area
<input type="checkbox"/> SF - Outer East Bay	<input checked="" type="checkbox"/> SJ - Peninsula (South of I-92)
<input type="checkbox"/> SF - Peninsula (North of I-92)	<input checked="" type="checkbox"/> SJ - South

Are you fluent in any other languages? (please list)

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

Micros

How did you hear about Acrobat Outsourcing?

Online

Emergency Contact: (must complete)

Name: Daniel Ehrlich Phone: 415.418.4715 Relationship: Brother



## New Hire Acknowledgement Form

### For Employer

- Additional Information Sheet
- Application
- I-9
- W-4
- Offer Letter
- Payroll Calendar
- Essential Care Benefits
- Background Authorization Release
- Sexual Harassment Prevention Policy
- Global Gold Card / Direct Deposit Form
- Designation of Personal Physician/Emergency Contact Form
- Confidentiality & Non-Disclosure Agreement
- Labor Code Section 2810.5

### For Employee

- New Hire Orientation Manual
- Workers' Compensation Pamphlet
- Sexual Harassment Pamphlet
- California Disability Insurance Pamphlet
- California Paid Family Leave Pamphlet
- Unemployment (For Your Benefit) Pamphlet
- Safety & Sanitation Guidelines

### Inform

- State & Federal Poster
- Minimum Wage Poster
- Wage Order Poster

All of these items have been explained to me:

Joseph Orsi  
Print Name

J. Orsi  
Signature

5-7-13  
Date

