

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 Bruce Lee Date: 6/11/13
Home Telephone (415) 563-3534 Other Telephone (415) 246-8774
Present Address 1651 Larkin St. #6 SF, CA 94109
Permanent Address, if different from present address: _____
Email Address BJL4TA@gmail.com

EMPLOYMENT DESIRED

Position applying for: Kitchen Salary desired: \$15/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 John Williams III 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? now

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	all day	will vary	will vary	will vary	will vary	until 4pm	until 4pm
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
Vacation plans for May 2014 (2 wks)

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.) _____

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). n/a

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
St. Louis High School	Honolulu, HI.	12	yes
Kapiolani Community Coll.	Honolulu, HI.	A.S. degree (Culinary Arts)	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input type="radio"/> 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."		<input checked="" type="radio"/> YES	<input type="radio"/> NO

Special: Am proficient on Mac. have worked in (1) 3 star, (1) 3.5 star and (1) 4 star restaurant in SF. Have also lived and worked in Europe. (Paris and Rome) Also have good amount of experience in baking.

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 Hayes St. Grill Hayes St. SF.

Type of Business _____ Telephone No. (415) 863-5545 Supervisor's Name Rob Zaborny

Your Position and Duties Saute Cook

Dates of Employment: From Nov 2010 To Present Weekly Pay: Starting \$15/hr. Ending _____

Reason for Leaving: _____

Name and Address of Employer ~~Hayes St. Grill~~ ~~Hayes St. SF.~~

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 Armani Cafe 1 Grant St. SF.

Type of Business retail/restaurant Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties Sous chef

Dates of Employment: From May 2008 To Dec 2010 Weekly Pay: Starting \$15 Ending _____

Reason for Leaving: Cafe was closed in 2010

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: Rob Zaborny Telephone No. (415) 269-2406

Address 1529 Oak St. SF, CA.

Occupation: chef Relationship: boss/friend Number of Years Acquainted: 15 yrs

Name: Laurie Mackenzie Telephone No. (415) 531-6384

Address Florid St. SF. CA

Occupation: chef Relationship: friend Number of Years Acquainted: 15 yrs

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

BZ

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.

BZ

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.

BZ

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.

BZ

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.

BZ

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 Bruce Lee Date 6/11/13

Date 6/20/13

Name Bruce Lee

Address 1651 Larkin St. #6
SF, CA. 94109

Offer Letter & Acknowledgment

Acrobat Outsourcing is pleased to offer you a position as: COOK
• Position at the rate(s) of \$ 13.00 per hour starting on 6/20/13

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, Bruce Lee, accept this job offer of chef by Acrobat Outsourcing.

Signature Bruce Lee Date 6/20/13

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.

EMPLOYEE

Employee Name: Bruce Lee Hire Date: 6/20/13

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: 13 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

CONCRETE FORMING
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer representative)

6/20/13
(Date provided to employee & signed by representative)

Bruce Lee
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

6/20/13
(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. 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.

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.

Bruce Lee
Employee Signature

6/20/13
Date

Unlawful

Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits 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 and its subsidiaries, and its 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 including unwanted sexual remarks, degrading words or invitations;
- Visual display including drawings, or graphics;
- Prolonged staring or leering which might be constructed as sexual or threatening in nature;
- Physical contact 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 adverse action;
- 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 on-line pornography, sexual offensive material, or discriminatory 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

ful Harassment and Sexual Harassment Policy

ommitted to providing a work environment free of unlawful harassment. 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.

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.

ssment includes, but is not limited to, the following behavior:

such as epithets, derogatory jokes or comments, swearing or cursing, slurs or sexual advances, invitations, or comments about an individual's body; sexually suggestive or used to described an individual; or suggestive or obscene letters, notes, e-mails

such as derogatory and/or sexually oriented posters, photography, cartoons, pictures;

ing or leering which might be constructed as sexual or threatening in nature;

act including assault, unwanted touching, intentionally blocking normal movement with work because of sex, race, or any other protected basis ;

demands to submit to sexual requests as a condition of continued employment, or to her loss, and offers of employments benefits in return of sexual favors;

and objectionable conduct directed at another person;

tronic communications harassment, impeding a person's movement, sexual battery or other improper activities as provide for under state criminal law;

ssment such as e-mail or attachments, materials posted about a person, chat room and viewing/downloading of on-line pornography, sexual offensive material, or g materials;

or obscene clothing, to include designs and printed matter;

or obscene tattoos and body art, suggestive or obscene piercing; and

for reporting or threatening to report harassment.

you have been unlawfully harassed, submit a written complaint or speak to any 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
of any witnesses. Supervisors will refer all harassment complaints to the

Acrobat Outsourcing will immediately undertake an effective, thorough, a
harassment allegations.

If Acrobat Outsourcing determines the unlawful harassment has occurred,
taken in accordance with the circumstances involved. Any employee deter
to be responsible for unlawful harassment will be subject to appropriate
including termination. A company representative will advise all parties c
investigation. Acrobat Outsourcing will not be retaliation by you or any wit
will not tolerate or permit retaliation by management, employees or coworkers

Acrobat Outsourcing encourages all employees to report any incidents of
policy *immediately* so that complaints can be quickly and fairly resolved. y
the Federal Equal Employment Opportunity Commission and the C
Employment and Housing investigates and prosecute complaints of prohib
If you think you have been harassed or that you have been retaliated again
you may file a complaint with the appropriate State or federal agency.

It is imperative, once the investigation is stated that all involved employees
allege perpetrator completely and honestly assist the investigation. This wo
providing honest and accurate statements, being available for interviews, an
completion of the investigation. Failure to do so on any involved employe
disciplinary action, up to and including termination.

I have read the above policy and understand that Acrobat Outsourcing is co
environment free of unlawful harassment. Company policy prohibits sexual
based on pregnancy, childbirth or related medical conditions, race, religious
or ancestry, physical or mental disability, medical condition, marital status, ag
other basis protected by federal, state, or local law or ordinance or regulatio
unlawful. Presidio Financial Partners anti-harassment policy applies to a
operations of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawf
employee, including supervisors and coworkers.

I have read the above policy and understand that Acrobat Outsourcing is con
environment that is free of unlawful harassment. Presidio financial Partne
applies to all persons involved in the operation of Acrobat Outsourcing and pro
by any employees.

Employee Signature

Print Name

Date

Bruce Lee

Bruce Lee

6/20/13

individuals involved, and names
Human Resources Department.

d objective investigation of the

effective remedial action will be
mined by Acrobat Outsourcing
disciplinary action, up to, and
concerned of the results of the
ess for filling a complaint and
rs.

harassment forbidden by this
ou also should be aware that
California Department of fair
ed harassment employment.
for resisting or complaining,

including witnesses and the
ld include, but not limited to,
d assisting in the successful
e's party may be cause for

mitted to providing a work
harassment and harassment
reed, color, national origin
, sexual orientation, or any
n. *All such harassment is*
persons involved in the
harassment by any other

mitted to providing a work
s anti-harassment policy
ibits unlawful harassment

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 Bruce Lee
(Please print name clearly.)

Date 6/20/13

Full Name Bruce Lee
Signature

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

Current Address: 1651 Larkin St #6
SF, CA 94109

Maiden Names/Prior Names: _____

Social Security Number: 576-90-7624 DOB: 03/30/59

☒ CA ID _____ DL State: CA Exp Date: 03/30/15

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.

Bruce Lee
Name of Employee (Please Print)

Bruce Lee
Signature of Employee

6/20/13
Date

GREEN FLEMING
Name of Witness (Please Print)

[Signature]
Signature of Witness

6/20/13
Date

Designation of Personal Physician

I, Bruce Lee, hereby inform my employer, Acrobat Outsourcing, and its Workers' Compensation carrier, U.S. HeathWorks, of my intent to seek treatment from my designated person physician for all Workers' Compensation-related injuries or illnesses.

My designated personal physician for treatment of Workers' Compensation-related claims is:

Name: Shawn Hassler

Practice Group, if any: _____

Address: Flood Bldg Suite #600
Market St.

City/State/Zip: SF, CA.

Telephone: 397-0700

This designation remains in effect until I execute and deliver a new designation or revocation in accordance with the policies of my employer and its Workers' Compensation carrier.

Bruce Lee
Name

6/20/13
Date

Department of Homeland Security
E-Verify

Report Prepared: 06/20/2013
Page: 1 of 1

Case Verification Number: 2013171181934FZ

Case Information:

Employee Information:

Last Name:	Lee	First Name:	Bruce
Middle Initial:	J	Maiden Name:	
Social Security Number:	**** * 7624	Date of Birth:	03/30/1959
Citizenship Status:	A citizen of the United States		

Document Information:

List A Document:	U.S. Passport or Passport Card	
Passport or Passport Card Number:	310628996	Document Expiration Date: 02/07/2017
Alien Number:		I-94 Number:

Additional Information:

Hire Date:	06/20/2013	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:	CFLE2617	Submitted On:	06/20/2013

Initial Case Result:

Case Result: Employment Authorized

Employee Referred to SSA:

Referred By: Referred On:

Case Result from SSA (after SSA Tentative Nonconfirmation):

Case Result: Response Date:

Resubmitted to SSA (after Review and Update Employee Data):

Last Name:	First Name:
Middle Initial:	Maiden Name:
Social Security Number:	Date of Birth:
Resubmitted By:	Resubmitted On:

Case Result from SSA (after Resubmission):

Case Result:

Request Name Review:

Comments:
Submitted By: Submitted On:

Case Result from DHS (after DHS Verification in Process):

Case Result: Response Date:

Employee Referred to DHS:

Referred By: Referred On:

Case Result from DHS (after DHS Tentative Nonconfirmation):

Case Result:

Response Date:

Photo Matching Results:

Determination:

Employee Referred to DHS (Additional):

Referred By:

Referred On:

Case Result from DHS (after Additional DHS Tentative Nonconfirmation):

Case Result:

Response Date:

Case Closure:

Closure Statement:

Closed By:

Closed On:

SENSITIVE BUT UNCLASSIFIED

ADDITIONAL INFORMATION - SAN FRANCISCO

Name: Bruce Lee

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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Food Demonstrator	<input type="checkbox"/> Housekeeping		

Please select the areas where you are willing to work:

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

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

French, Italian, Spanish

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

How did you hear about Acrobat Outsourcing?

John Williams III (Acrobat employee)

Emergency Contact: (must complete)

Name: Rob Zaborny Phone: 431-8320 Relationship: friend

Interview Note Sheet

Applicant Information	
Name: <u>Bruce Lee</u>	Interviewer: <u>Amber Dillon</u>
Date: <u>6/11/13</u>	Rate of Pay: <u>\$13</u>
Position (s) Applied for: <u>prep & grill</u>	Referred by: <u>John William III</u>

Test Scores					
Server	/35	%	Bartender	/30	%
* Prep Cook	13/15	86 %	Barista	/10	%
* Grill Cook	33/40	82 %	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Relevant Experience & Summary of Strengths

CATERING

Hayes Street Grill
- Present

Restaurant = 3/4 star
10 years

Grill Station
- High Volume

FINE DINE EVENTS

* Sauté ~~Station~~
- gas
- grill
- Sauces
- Baking

* Cuisine *
- French

Armani Cafe
- created menu

Total of 20 years in food industry

Knife Skills
9/10
- Knows cuts
- Rusty - has done everything

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

Transportation

Car Public Transit Carpool (Rider / Driver)

Regions Available to work:

SF City East Bay Outer East Bay SF or SJ Penninsula 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:

Open = M-S Fri/Sat evenings

Uniforms Owned:

Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Chef Coat
Chef Pants Knives Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Prep Cooks Test

Score 13 / 15

Multiple Choice Test (1 point each)

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

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

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

3) 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

4) 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

5) 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

6) 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

7) 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

8) 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

9) A gallon is equal to _____ ounces

- a) 56
- b) 145
- c) 32
- ☒ d) 128

Prep Cooks Test

10) How many cups are in a quart?

- a) 2
- ☒ b) 4
- c) 6
- d) 8

11) 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

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
- 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

13) 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

14) 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

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

Grill Cooks Test

Score 33 40

Multiple Choice Test (1 point each)

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

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

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

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

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

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
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Grill Cooks Test

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- 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

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

12) A gallon is equal to _____ ounces

- a) 56
- b) 145
- c) 32
- ☒ d) 128

13) How many cups are in a quart?

- a) 2
- ☒ b) 4
- c) 6
- d) 8

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

15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

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- c) 160° F
- d) 180° F

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Grill Cooks Test

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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

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- ☒ c) 165°F
- d) 175°F

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- ☒ b) 155°F
- ☒ c) 165°F
- d) 175°F

22) What temperature should fish be cooked to?

- ☒ a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

+ 2 equal parts butter and flour cooked slowly over a low fire.
Roux is used to thicken sauces.

24) What is the process of making clarified butter (1 pt.), Why is clarified butter used? (2 pts.) (3 points total)

+ 3 simmering butter over heat to separate the fat solids.
Clarified butter is used to avoid burning that happens when

25) What are the 5 mother sauces? (5 points) the milk solids are present.

- 1. béchamel
- 2. velouté
- 3. mornay
- 4. bordelaise
- 5. mayonnaise

27) What does it mean to season a grill (1 pt.) Why is this process important? (2 pts.) (3 points total)

+ 3 heating until the grill has reached the right temperature and
seasoning with oil rubbed on w/ a cloth. oil prevents meats from
sticking to the grill and promotes
good grill marking.

28) What are the ingredients in Hollandaise sauce? (5 points)

egg yolks, lemon juice, cayenne pepper, salt, clarified
butter, sometimes flour to thicken.

+5

