

Name: MARTIN, DELLA

Taborca ID#: 19161

Date of Hire: 9/17/15
REACT

Employee Setup

☒ E-Verify Documentation

☐ Background Check (Asurint)

☐ Direct Deposit / Global Cash Card
form sent to Payroll

☒ W-4 : Single Married

Exemptions 1

☐ Attended New Hire Orientation Date:

 / /

☒ New Hire List

☒ Taborca

☒ Upload Photo

☒ Upload Resume

☒ Food Handlers Card

Name: _____ Phone #: (____) _____ - _____

Email: _____ Taborca ID#: _____

Address: _____

Date of Birth: ____/____/____ SSN: ____-____-____ Date of Hire: ____/____/____

Section One

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

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

Section Two

Employee Setup

- | | |
|--|--|
| <input type="checkbox"/> E-Verify Documentation
CVN#: _____ | <input type="checkbox"/> Attended New Hire Orientation
Date: ____/____/____ |
| <input type="checkbox"/> Background Check (Sterling)
File Ref #: _____ | <input type="checkbox"/> New Hire List |
| <input type="checkbox"/> Direct Deposit / Global Cash Card
form sent to Payroll | <input type="checkbox"/> Taborca |
| | <input type="checkbox"/> Upload Photo |
| | <input type="checkbox"/> Upload Resume & Food Handlers Card |

Section Three

Emergency Contact

Name: _____ Phone: (____) _____ - _____ Relationship: _____

Name: Della Martin Phone #: (408) 373-6770
Email: me.virginia@yahoo.com Taborca ID#: 19161
Address: 769 Melannire Ct. San Jose, CA 95116
Date of Birth: 1/31/57 SSN: 549-13-3002 Date of Hire: 8/6/14

Section One

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Resume | <input checked="" type="checkbox"/> Confidentiality & Non-Disclosure Agreement |
| <input checked="" type="checkbox"/> Application for Employment | |
| <input checked="" type="checkbox"/> Offer Letter | <input checked="" type="checkbox"/> California Labor Code Form 2810.5 (California Employees Only) |
| <input type="checkbox"/> Food Handlers Card/Certification Expiration ____/____/____ | <input type="checkbox"/> Skills Test / Interview notes |
| <input type="checkbox"/> Alcohol/Liquor Serving Certification | <input checked="" type="checkbox"/> New Hire Acknowledgement Form |
| <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"/> Additional Information/Emergency Contact |
| <input checked="" type="checkbox"/> Sexual Harassment/Harassment Policy Acknowledgement | <input checked="" type="checkbox"/> Image Release Form |
| <input checked="" type="checkbox"/> Authorization and Release to Obtain Information | <input checked="" type="checkbox"/> W-4 : <u>Single</u> / Married (Circle one) Exemptions <u>1</u> |
| <input checked="" type="checkbox"/> Designation of Personal Physician | <input checked="" type="checkbox"/> Direct Deposit
<input type="checkbox"/> Voided Check/ Bank Form |
| <input checked="" type="checkbox"/> Absenteeism & Tardiness Policy | <input type="checkbox"/> Global Cash Card
<input type="checkbox"/> _____ |

Section Two

Employee Setup

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-Verify Documentation
CVN#: <u>2014018164323AK</u> | <input type="checkbox"/> Attended New Hire Orientation
Date: ____/____/____ |
| <input type="checkbox"/> Background Check (Sterling)
File Ref #: _____ | <input type="checkbox"/> New Hire List |
| <input type="checkbox"/> Direct Deposit / Global Cash Card form sent to Payroll | <input type="checkbox"/> Taborca |
| | <input type="checkbox"/> Upload Photo |
| | <input type="checkbox"/> Upload Resume & Food Handlers Card |

Section Three

Emergency Contact

Name: Michael Palomo Phone: (408) 505-4604 Relationship: Son

Interview Note Sheet

Applicant Information	
Name: <u>Della V. Martin</u>	Interviewer: <u>Jules</u>
Date: <u>08/06/14</u>	Rate of Pay: <u>Cashier \$11.00</u>
Position (s) Applied for: <u>Cashier / Busser</u>	Referred by: <u>Craigslist</u>

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

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

Relevant Experience & Summary of Strengths

Knife Skills		Total of _____ in Food Service
1	<u>Granger</u>	
2	<u>Cashier @ Lones</u>	
3	<u>Warehousing</u>	
1	<u>Shipping & Receiving (5mcs.)</u>	
2	<u>Handle Customer Inquiries</u>	
3	<u>Seasonal Stock</u>	
1	<u>Stations:</u>	
2	<u>Multitask</u>	
3	<u>Deal w/ various vendors</u>	
P.O.S. Experience: Y / N details: _____		

Transportation
<u>Car</u> Public Transit Carpool (Rider / Driver)

Regions Available to work:
SF City SF North SF Peninsula East Bay Outer East Bay
<u>San Jose</u> <u>South San Jose</u> SJ Peninsula

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ <u>Will Submit</u>

Availability
Open AM only PM only Weekdays only Weekends only
Details: <u>All</u> <u>(NO SUNDAY PM)</u>

Uniforms Owned:
Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest <u>Long Black Tie</u>
Chef Coat Chef Pants Knives <u>Black Pants</u> Non-Slip Shoes Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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NHO: Friday, Aug 15th, 2014 @ 10am-11am

Cashier Test

Score / 10

- B 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- A 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- d 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00
- C 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- 6) What is the current sales tax rate in your city 8.750 or 9 ?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06
- B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50
- d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

ADDITIONAL INFORMATION - SAN FRANCISCO

Name: DELLA MARTIN

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 checked="" type="checkbox"/> Black Vest	<input type="checkbox"/> Business Casual	<input checked="" type="checkbox"/> Black Chef Pants / BIK pants
<input checked="" type="checkbox"/> Bowtie / Black tie	<input type="checkbox"/> Business Professional	<input type="checkbox"/> Checkered Chef Pants
<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Knives	<input type="checkbox"/> Khakis & Polo
<input type="checkbox"/> White Bistro	<input 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 type="checkbox"/> Corporate Kitchen	<input type="checkbox"/> Catering/Banquet	<input type="checkbox"/> Restaurant/Café	<input checked="" 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 checked="" 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) NO

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

How did you hear about Acrobat Outsourcing?
craigslisf

Emergency Contact: (must complete)

Name: Michael Palomo Phone: 408-505-4604 Relationship: Son

New Hire Acknowledgement Form

For Employer

- ☐ Additional Information Sheet
- ☐ Application
- ☐ I-9
- ☐ W-4
- ☐ Offer Letter
- ☐ 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:

DELLA MARTIN
Print Name

D. Martin
Signature

8-16-14
Date

Della V. Martin
769 Melannie Court. San Jose, CA 95116
408-373-6770
mevirginia@yahoo.com

Objective: Customer Service Representative where I can utilize my excellent customer support and multitasking skills to assist with the public courteously and efficiently.

Lowe's 775 Ridder Park Drive San Jose Ca. 95131

Feb 2014 to July 2014

Front-End Cashier

- Greet and ring up customers pleasantly and efficiently for a great customer experience
- Clean and straighten up areas, stock merchandise, and assist customers as needed

W.W. Grainger 2261 Ringwood Ave, San Jose, CA. 95131

Admin / Customer Service / Support Specialist

1996 to Jan 2012

Summary: 15 years of experience working with a worldwide company providing excellent office and warehouse customer services for external/internal customers.

Accomplishments: Received numerous high quality recognition and excellent service awards.

- Provide daily ongoing outstanding customer service to support Grainger's "for the ones who get it done" motto
- Perform general administrative duties including processing mail and updating customer database, route customers to appropriate departments in a professional and timely manner
- Provide telephone desk support to resolve urgent services for external/internal customers
- Communicate with freight carriers via email, fax, telephone and instant message to reconcile problem freight orders such as tracking, re-consignments etc.
- Process orders, returns, issue customer credits and debits, as needed
- Run inventory reports and reconcile discrepancies between SAP and Oracle based computer systems
- Warehouse duties including stocking, pick/pack and audit outgoing packages, verify inventory product status
- Proficient in SAP/WMS/Oracle based systems, Excel and Word applications
- Purchase and maintain office supplies
- Cash out customers at counter
- Served on safety, first aid, and activities committees

Education: Yerba Buena High School Graduate

San Jose, CA.

1. The first part of the document is a list of names and addresses.

2. The second part of the document is a list of names and addresses.

3. The third part of the document is a list of names and addresses.

4. The fourth part of the document is a list of names and addresses.

5. The fifth part of the document is a list of names and addresses.

6. The sixth part of the document is a list of names and addresses.

7. The seventh part of the document is a list of names and addresses.

8. The eighth part of the document is a list of names and addresses.

9. The ninth part of the document is a list of names and addresses.

10. The tenth part of the document is a list of names and addresses.

11. The eleventh part of the document is a list of names and addresses.

12. The twelfth part of the document is a list of names and addresses.

13. The thirteenth part of the document is a list of names and addresses.

14. The fourteenth part of the document is a list of names and addresses.

15. The fifteenth part of the document is a list of names and addresses.

Della V. Martin
769 Melannie Court, San Jose, CA 95116
408-373-6770
mevirginia@yahoo.com

Objective: Warehouse Customer Service Associate where I can utilize my excellent customer support and multitasking skills in a high volume shipping and receiving environment.

The Millennium Group

2690 Casey Ave.

Oct 2014 to Present

Mountain View, Ca 94043

Warehouse Processor / Shipping and Receiving

- Receive and process packages for Google employees
- Locates correct name in system, print label and apply to package
- Zone packages and mail to correct locations for delivery
- Scan outgoing packages for UPS and FedEx using PDA
- Various other duties upon request by supervisor

Elite Show Services

1270 Lawrence Station Rd.

August 2014 to Present

Sunnyvale, CA. 94089

Security Guard-Levi's Stadium

Lowe's

775 Ridder Park Drive

San Jose Ca. 95131

February 2014 to July 2014

Front-End Cashier

- Greet and ring up customers pleasantly and efficiently for a great customer experience
- Clean and straighten up areas, stock merchandise, and assist customers as needed

W.W. Grainger

2261 Ringwood Ave, San Jose, CA. 95131

Warehouse Shipping and Receiving & Support Specialist

1996 to Jan 2012

Summary: 15 years of experience working with a worldwide company providing excellent office and warehouse customer services for external/internal customers.

Accomplishments: Received numerous high quality recognition and excellent service awards.

- Provide daily ongoing outstanding customer service to support Grainger's **"for the ones who get it done"** motto
- Perform general administrative duties including processing mail and updating customer database, route customers to appropriate departments in a professional and timely manner
- Provide telephone desk support to resolve urgent services for external/internal customers
- Communicate with freight carriers via email, fax, telephone and instant message to reconcile problem freight orders such as tracking, re-consignments etc.
- Process orders, returns, issue customer credits and debits, as needed
- Proficient in SAP/WMS/Oracle based systems, Excel and Word applications
- Run inventory reports and reconcile discrepancies between SAP and Oracle based computer systems
- Purchase and maintain office supplies
- Warehouse duties include receiving product and scanning for put away also pick/pack and label for final shipping process
- Randomly audit outgoing packages ready to ship
- Use of symbol to scan product
- Perform Cycle counts
- Use of pallet jack, as well as other equipment to move products
- Served on safety, first aid, and activities committees

Education: Yerba Buena High School Graduate

San Jose, CA.

CaliforniaFoodHandler.com

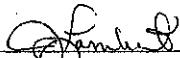
A SERVICE OF SAFEWAY CERTIFICATIONS, LLC

Certificate of Completion State of California



DELLA MARTIN

*has completed the requirements for the Food Handler Course California
as accepted by the State of California.*


J. Lambert SateWay Certifications, LLC



Certificate Revision
May 2012

Certificate Information

Certificate No: 20140813412738

Date of Birth: Jan 31 1957

Date of Completion: Aug 12 2014

Certificate Expires: Aug 12 2017

Course: Food Handler Course

Location: State of California



Certificate provided by : SafeWay Certifications, LLC
Austin, Texas 5129960909



CaliforniaFoodHandler.com

Certificate of Completion

DELLA MARTIN

has completed the requirements for the food handler course.

Certificate No.: 20140813412738

Date of Birth: 01/31/1957

Date of Completion: 08/12/2014

Certificate Expires: 08/12/2017



Date 8-6-14

Name

DELLA MARTIN

Address

769 MELANIE CT.

SAN JOSE, CA

95116

Offer Letter & Acknowledgment

Acrobat Outsourcing is pleased to offer you a position as: Busser

- Position at the rate(s) of \$ 12.00 per hour starting on Aug. 6, 2014

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, Della Martin, accept this job offer of Busser by Acrobat Outsourcing.

Signature D. Martin

Date 8-6-14

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.

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 describe 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 on-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 alleged 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 part 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

Date



DELLA MARTIN

8-6-14

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 DELLA V. MARTIN
(Please print name clearly.)

Date 8-20-14

Full Name D. Martin
Signature

*****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: _____



Designation Of Personal Physician

I, DELLA MARTIN, 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: NICHOLE VECCHI

Practice Group, if any: _____

Address: _____

City/State/Zip: MILPITAS CA

Telephone: 408-935 9586

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.

Della Martin

Name

8-6-14

Date



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: DELLA MARTIN Hire Date: 1

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: _____

KNOWLEDGE OF RECEIPT

Margarita Lopez
(PRINT NAME of Employer representative)

Mai Cu
(SIGNATURE of Employer representative)

8/6/14
(Date provided to employee & signed by representative)

DELLA V. MARTIN
(PRINT NAME of Employee)

De Martin
(SIGNATURE of Employee)

8-6-14
(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.loginfo.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

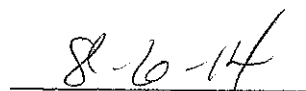
▪ **First Occurrence:**

- 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.


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.

DELLA V MARTIN

Name of Employee (Please Print)

[Signature]

Signature of Employee

8-6-14
Date

Manicruz Lopez

Name of Witness (Please Print)

[Signature]

Signature of Witness

8/6/14
Date

IMAGE RELEASE FORM

I hereby grant Acrobat Outsourcing, its representatives, agents and or employees the right to take photographs of me in connection with my employment with Acrobat Outsourcing for internal use and identification purposes.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

D. Martin

(Signature)

DELLA V. MARTIN

(Printed or Typed Name)

769 MELANNIE CT.

Address

8-16-14

(Date)

408-373-6770

Phone

SAN JOSE, CA. 95116

City, State, Zip Code

