

Raymond Diaz  
2150 Comstock Street, # 711663  
San Diego, CA 92171  
(619) 200-9633  
[raymonddiaz1599@att.net](mailto:raymonddiaz1599@att.net)

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Homestyle Hawaiian 5/10/14 - Present

- Food prep and line cook of Hawaiian-style restaurant.

Cinepolis Luxury Cinemas 4/7/13-7/9/13

- Proficient at six (6) line cook and food prep stations of cinema/restaurant menu items: grill, fryer, hot sandwiches and mini-pizzas, sushi, salads and desserts; a focus on plate presentation, following ServSafe food safety and sanitation protocol.

Albertson's 7/12/09-11/25/09

- Food prep and service of deli department menu items (sandwiches, cold pasta, potato and seafood salads, fresh green salads, fried foods, deli meat and cheese slicing).

Painting by Ray Retired  
Owner/Contractor

- Developed a successful house painting business servicing private homeowners and rental property management companies.
- Responsibilities included project analyzing and presentation of plans for scope of work based on client preferences and industry standards.

Military Service 10/21/82-10/21/85

- US Navy

Education, Schools and Certifications 8/16/13 - Present

- Currently attending the Culinary Arts Management program (Associate's Degree) and Dietary Services Supervisor (Certification) at San Diego Mesa College.
- Certifications - ServSafe Certified (Available Upon Request)

Salary Range (\$11-\$15/Hour)

References available upon request

## 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 Raymond Diaz Date: \_\_\_\_\_  
 Home Telephone (\_\_\_\_) \_\_\_\_\_ Other Telephone (619) 200 - 9633  
 Present Address \_\_\_\_\_  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: Kitchen Salary desired: Open  
 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: 9/4 To: 9/23  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral Word of Mouth 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? 9/5/14

*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>	<u>1:30 p</u>	<u>11:30a</u>	<u>1:30p</u>	<u>11:30a</u>	<u>Open</u>	<u>open</u>
PM	<u>open</u>	<u>10:00</u>	<u>8:00</u>	<u>10:00</u>	<u>8:00</u>	<u>open</u>	<u>open</u>

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

Current and former class mates

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

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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 seven years, or have any pending cases currently open, including but not limited to any Active Warrants which may result in a felony conviction 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).

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
W H Taft	Bronx, NY		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:			

## 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 \_\_\_\_\_

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 \_\_\_\_\_

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: \_\_\_\_\_

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: Discipline, organization

#### JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Tom Grassey Telephone No. (858) 336-7321

Address \_\_\_\_\_

Occupation: USN Retired Relationship: Friend Number of Years Acquainted: 2

Name: George White Telephone No. (760) 500-5183

Address \_\_\_\_\_

Occupation: Finish Carpenter/Handyman Relationship: Friend Number of Years Acquainted: 5

Name: Sandi Rodighiero Telephone No. (858) 243-5601

Address \_\_\_\_\_

Occupation: Real Estate Broker Relationship: Work Acquaintance Number of Years Acquainted: 12

**Please Read Carefully, Initial Each Paragraph and Sign Below**

RD

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.

RD

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.

RD

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.

RD

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.

RD

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

Raymond Daj

Date

9/4/14

Name: Raymond Diaz Phone #: (619) 200-9633  
Email: raymond.diaz1599.att.net Tabcorp ID#: 19686  
Address: 8150 Comstock Street #711663 San Diego, CA 92171  
Date of Birth: 02/10/59 SSN: 020-54-5547 Date of Hire: 09/05/14

Section One

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

- Resume
- Application for Employment
- Offer Letter
- Food Handlers Card/Certification
- Expiration 1/1/
- Alcohol/Liquor Serving Certification
- I-9 Form and copies of required form(s) of ID (Filed in secured I-9 binder)
- Sexual Harassment/Harassment Policy
- Acknowledgement
- Authorization and Release to Obtain Information
- Designation of Personal Physician
- Absenteeism & Tardiness Policy

- Confidentiality & Non-Disclosure
- Agreement
- California Labor Code Form 2810.5 (California Employees Only)
- Skills Test / Interview notes
- New Hire Acknowledgement Form
- Additional Information/Emergency Contact
- Employee Authorization for Use of Image, Voice, Performance or Likeness
- W-4:  Single /  Married ( Circle one ) Exemptions
- Direct Deposit / Global Cash Card / Live Check (Circle one)

Section Two

Employee Setup

✓ Employee Documentation

Cv# 2014252172408JH  
Date: 1/1/14  
Hiring Date: 1/1/14  
Tabcorp ID: 19686

Background Check (sterling)  
File Ref #: 1715272

Direct Deposit / Global Cash Card  
form sent to Payroll

Section Three

Emergency Contact

Name: John Diaz phone: (610) 349-0570 Relationship: Brother

## ADDITIONAL INFORMATION (See Page 2)

Navy

Raymond Diaz

What is your means of transportation?

 Car

Public Transit

Occasional Car

Are you interested in carpet?

 Rider

Driver

Not Interested

What is your work interest?

 Full Time Part Time

Same Day

Please select the uniforms you own:

Black Vest

Bowtie

Black Bistro

White Bistro

Business Casual

Business Professional

Chef Knives

Chef Whites

 Black Chef Pants

Checkered Chef Pants

Khakis &amp; Polo

1/2 Tuxedo (No Jacket)

Exception: see below

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

Corporate Kitchen  
DW/Port/Utility  
Captain/ManagerCatering/Banquet  
Fine Dining  
Office Help Restaurant/Cafe  
Conventions/EventWarehouse/Utility  
Stadium/Arena

Food Demonstrator

Housekeeping

Please select the areas where you are willing to work:

San Diego - City  
San Diego - (Rancho Santa Fe)  
San Diego - East (Chula Vista)  
 San Diego - North (Encinitas)

Are you willing to work other shifts (days)?

If yes, please list the days you are willing to work: \_\_\_\_\_

Are you willing to work other shifts (times)?

If yes, please list the times you are willing to work: \_\_\_\_\_

**Multiple Choice Test (1 point each)**

B

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

C

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

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

C

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

E

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

C

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

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

A

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

B

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

C

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

## Grill Cooks Test

B

19) 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

C

20) What temperature should chicken be cooked to?

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

B

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

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

A

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)

A thickening agent made of equal parts of fat and flour, used to thicken soups, stocks and sauces

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

The process of removing milk fats from butter. Used in dishes where

25) What are the 5 mother sauces? (5 points)

1. Veloute
2. Bechamel
3. Espagnole
4. Fumet
5. Hollandaise

26) What does it mean to season a grill and why is this process important? (3 points)

Brining oil to season and grease the rails to prevents foods from sticking

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

Egg yolks, butter and lemon juice

-2

**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

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

- a) 45°F
- b) 50°F
- c) 40°F
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C 3) Which of these conditions requires immediate corrective action?

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O 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

D 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

C  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

A  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  A gallon is equal to \_\_\_\_\_ ounces

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



A  How many cups are in a quart?

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

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

a) 145° F  
b) 155° F  
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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c) Cook gently in water that is hot but not boiling (160°-180°)  
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C  13) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

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C  14) Which of the following best describes braising?

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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

Date 9/5/14

name Ronald Diaz

Address  
2150 Comstock Street  
#711663  
San Diego, CA 92111

## Offer Letter & Acknowledgment

Acrobat Discourse 2 - Position 104-B, 100% completion as of 9/5/14  
Position average rate(s) of 11.00 per hour starting on 9-5-14

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 100%

By Sir George Zillman, D.Sc., F.R.S., F.R.A.S., F.R.A.C.S., M.R.C.P., M.R.C.O.G.

Signature: Raymond Ong Date: 9/5/14

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DECLINE 109

By signing and dating this instrument, I declare that I have read and understood the above instrument and that I am signing it of my own free will.



## Unlawful Harassment and Sexual Harassment Policy

Acrobot 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.

Acrobot Outsourcing anti-harassment policy applies to all persons involved in the orientation of Acrobot 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 construed 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 advances as provided for under state criminal law;
- On-line harassment such as e-mail or attachments, indecent posturing, threat of persons, racial slurs, obscenities, and using language of an indecent, vulgar, obscene, or lewd, offensive, vulgar or discriminatory language;
- Suggestion, implying, or forcing, through threats, pressure, or force;
- Suggestions or obscene tactics and erotic art suggestions, or other indecent, sexual, and/or threatening behavior;
- Retaliation for reporting or threatening to report harassment;

If you believe that you have been unlawfully harassed, whether it is sexual or nonsexual, or discriminatory, submit your complaint in writing to the Human Resources Department, attention Personnel Manager. Your



CUTTING-EDGE  
HOTEL HOSPITALITY  
Staffing Professionals

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 investigate and prosecute complaints of prohibited harassment, employment discrimination, and retaliation. 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 started, 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 this above policy and understand that Chislerco is committed to providing a work environment that is free of unlawful harassments. I promise I will not tolerate any harassment, or attempt to allow anyone in order to the operation of Chislerco and prohibit unlawful harassment by any employee.

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Raymond Diaz

9/5/14



OUTSOURCING  
Your Hospitality Staffing Professionals

## 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/21se](http://www.dir.ca.gov/21se)

Employee Name: Raymond Diaz Hire Date: 9/5/14  
EMPLOYEE

### EMPLOYER

#### ACROBAT OUTSOURCING

Name of Employer: \_\_\_\_\_  
(Check all that apply)  Sole Proprietor  Corporation  Limited Liability Company  General Partnership

Other type of entity:

Staffing agency (C.S., temp agency or PEO)

Physical

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

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, Temporary Help Service, Temporary Services Agency

Chronic Address of Worksite \_\_\_\_\_

Address of Other Business \_\_\_\_\_

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

WAGE INFORMATION

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

Allowances, if any claimed as part of minimum wage (including meal or lodging allowances) Employment agreement is (check box)  Oral  Written

WEEKLY/EVERY FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: US HEALTHWORKS

Address: 25124 Springfield Court, Suite 200, Indianapolis, Indiana 46256  
800-720-2432

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

## ACKNOWLEDGMENT OF RECEIPT

**Signature** \_\_\_\_\_  
(Signature of Employee)

9-5-14  
9/5/14  
Date received by employee & signed by employee

Date provided by employee is approximate.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set out 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 employer, or (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](http://www.leginfo.ca.gov).  
Search for 2810.5 in quotes.

the employee's signature on this notice means consent to the internal recordkeeping requirements under the law. It is the employee's obligation to ensure that the information and wage-related information provided on this notice is accurate. Furthermore, the employee's signature on this notice does not constitute a consensual written agreement as defined in the Fair Credit Reporting Act ("FCRA"). An individual may acknowledge receipt of this notice, but not consent to a signed agreement regarding the information. The employee and employer may agree to a signed agreement.



### 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 [Acrobot 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.

Raymond Diaz

Name of Employee (Please Print)  
Signature Employee

Rodrigo Bustamante

Name of Witness (Please Print)  
Signature Employee

9/5/14

Date

9-5-14

Date



Your Hospitality Staffing Professionals

## 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 1681-1688) 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 **Acrobot 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 392.413, 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 **Acrobot 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, Acrobot 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, 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 Acrobot Outsourcing to obtain an investigative consumer report as set forth above as part of its investigation of my employment application. I voluntarily acknowledge that if the information and/or records obtained in this background check are inaccurate, incomplete or otherwise not in accordance with the provisions of the investigation, reports may be rendered inaccurate, incomplete, or otherwise not in accordance with the provisions of the investigation.

For Acrobot

Raymond Diaz

9/5/14

For Acrobot  
Raymond Diaz

**Acrobot**  
OUTSOURCING  
Your Hospitality Staffing Professionals

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

Current Address 2150 Comstock Street #71163  
San Diego, CA 92171  
Maiden Names/Prior Names \_\_\_\_\_  
Social Security Number 060545547 DOB 02/10/59  
DL U5033370 DL State CA Exp Date 02/10/2019

# Acrobat

100% employee training protocols

## 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 CALLING SHOW

Grounds for automatic termination

## DISCIPLINARY ACTION

### \* First Occurrence:

Employee receives verbal counseling from Staffing Manager.

### \* Second Occurrence

Employee receives a written warning, and placed on probation.  
Any additional occurrences will result in termination.

*Raymond Day*

Employee Signature

*9/5/14*

Date



### Designation of Personal Physician

Raymond Diz

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

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

Name: Dr. Dresselhaus

Practice Group, if any:

Address: VA Hospital La Jolla

City/State/Zip: San Diego

Telephone: 858-552-8585

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.

Raymond Diz

9/5/14

Name

Date



PHOTO RELEASE FORM

I hereby grant permission to Aerobat Outsourcing, agents and/or employees the right to take photographs of me in my place of employment and Aerobat Outsourcing. I acknowledge that such photographs will be used for recruitment, promotional purposes, further reference and agree Aerobat Outsourcing may use such photographs in any manner it deems appropriate for any lawful purpose, including, but not limited to such purposes as advertising and press releases.

I am voluntarily participating in this photograph to contract in my own name. I have read this release before signing it and understand the contents, meaning and impact of this release.

Raymond Diaz

9/5/14  
(Date)

Raymond Diaz

619-200-9633  
(Phone)

2150 Comstock Street #71163

San Diego, CA 92117  
(City, State, Zip, etc.)