

## 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.

ID: 20846

Full Name Arnulfo Gasca Quintana Date: 1-10-19  
Home Telephone ( ) N/A Other Telephone (408) 509-2275  
Present Address 73 Sierra Grande Ct. San Jose Ca. 95116  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address arnulfoquintana62@yahoo.com

Position applying for: cook - open Salary desired: open

Are you currently registered with any staffing and/or employment agencies? If so, please list

Two years ago.

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 CET Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes ☐ No ☐ If hired, on what date could you start working? \_\_\_\_\_

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? Two years ago

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Salvatierra	Mexico Salvatierra	✓	✓
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: Culinary School C.E.T.			

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 C.E.T.

Type of Business Food services Telephone No. (48) 287-7924 Supervisor's Name Juan Yanes

Your Position and Duties Line cook.

Dates of Employment: From 2015 To 2017 Weekly Pay: Starting 17.50 Ending 18.50

Reason for Leaving: No work.

Name and Address of Employer The Forum

Type of Business Food services Telephone No. (50) 944-0191 Supervisor's Name Sandy Ryan

Your Position and Duties Dining Room manager

Dates of Employment: From 1991 To 2013 Weekly Pay: Starting 6.50 Ending 24.00

Reason for Leaving: leaf off.

Name and Address of Employer 23500 Cristo Rey Dr Cupertino Ca.

# Acrobat

outsourcing  
Your Hospitality Starting Professionals

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: \_\_\_\_\_

Have you obtained any special skills or abilities as the result of service in the military?  
If so, describe: \_\_\_\_\_

Yes \_\_\_ No \_\_\_

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

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

Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Please Read Carefully, Initial Each Paragraph and Sign Below

A Q 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.

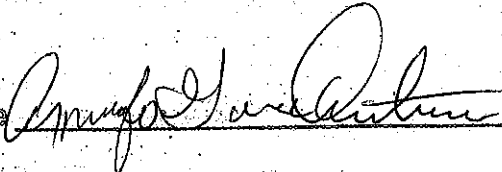
A Q I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related 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.

A Q 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.

A Q 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.

A Q Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature  Date 1-1-19

# Interview Note Sheet

Applicant Information	
Name: <u>Arnulfo Gasca</u>	Interviewer: <u>McKenna</u>
Date: <u>1/10/2019</u>	Rate of Pay: <u>\$18.00</u>
Position (s) Applied for: <u>Line Cook</u>	Referred by:

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

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

## Relevant Experience & Summary of Strengths

<u>Knife Skills</u>	Total of _____ in Food Service
<p>Forum - Dinning Rm manager</p> <p>- 20+ years</p> <p>- serving/kitchen staff</p>	<p>* Hired in 2012</p> <p>Worked @ Bon Appetite</p> <p>(6-8 months)</p>
<u>Cuisines</u>	
<p>1 Line Cook - CET</p> <p>2 * Worked @ the CET as line cook</p> <p>3 * part time then hired as full time</p>	
<u>Stations:</u>	
<p>1 Line cook @ restaurant Bon Appetite</p> <p>2</p> <p>3</p>	<p>* <u>FHC</u> not needed already has</p>

P.O.S. Experience: Y ☒ (N) details: \_\_\_\_\_

## Transportation

☒ Car ☐ Public Transit ☐ Carpool (Rider / Driver)

## Regions Available to work

SF City ☐ SF North ☐ SF Peninsula ☐ East Bay ☐ Outer East Bay

☒ San Jose ☒ South San Jose ☒ SF Peninsula

## Certifications (if any)

TIPS ☐ Serv-Safe ☐ LEAD ☐ Other \_\_\_\_\_ ☐ Will Submit

## Availability

☒ Open ☐ AM only ☐ PM only ☐ Weekdays only ☐ Weekends only

## Details

## Uniforms Owned

☒ Bistro ☒ Black Bistro ☐ Tuxedo ☐ 1/2 Tuxedo ☐ Black Vest ☐ Long Black Tie

Chef Coat ☐ Chef Pants ☐ Knives ☐ Black Pants ☐ Non-Slip Shoes ☐ Bow Tie ☐ Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Arnulfo Garca  
Start Date: 1/10/2019

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

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

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

Physical Address of Hiring Employer's Main Office:  
665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):  
1585 The Alameda, San Jose CA 95126

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

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

Name: Acrobat Outsourcing  
Physical Address of Main Office: 1585 The Alameda, San Jose CA 95126  
Mailing Address: "  
Telephone Number: "

WAGE INFORMATION

Rate(s) of Pay: \$18.00 Overtime Rate(s) of Pay: \$27.00  
Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission  
☐ Other (provide specifics): \_\_\_\_\_

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

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

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

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

Regular Payday: FRIDAY



## WORKERS' COMPENSATION

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

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

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

## PAID SICK LEAVE

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

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

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

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

## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

McKenna Brewer  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

1/10/2019  
(Date)

Arnulfo Gasca  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

1-10-19  
(Date)

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

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



**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
- a 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
- b 4) The most important reason for having food handlers wear hair restraints is to
- a) Prevent food from getting into food handlers' hair
  - ☒ b) Prevent food handlers from contaminating their hands by touching their hair
  - c) Keep the food handlers' hair in place
  - d) None of the above
- c 5) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
  - b) Ice is being used to cool beef stew in a shallow pan
  - ☒ c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
  - d) Raw fish is stored above raw chicken in the walk-in freezer
- 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

## Grill Cooks Test

- 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
- e 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
- C 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
- a 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
- a 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

b 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)

combination; same parts  
of butter and flour

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

make it pure fat. Liquid

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

1. Béchamel
2. Tomato sauce
3. Velouté
4. Hollandaise
5. Espagnole

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

to season product properly to ~~cook~~ grill anything.

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

(Butter lemon oil)



Name: Arnulfo E. Quintana Phone #: (408) 449-9641  
Email: arnulfoquintana56@yahoo.com Taborca ID#: 20846  
Address: 73 Sierra Grande Ct San Jose, CA 95116  
Date of Birth: 09/30/56 SSN: 554-04-5889 Date of Hire: 11/3/14

Section One

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

- |  |   |
|--|---|
| <input type="checkbox"/> Resume  | <input checked="" type="checkbox"/> Confidentiality & Non-Disclosure Agreement                    |
| <input checked="" type="checkbox"/> Application for Employment   | <input checked="" type="checkbox"/> California Labor Code Form 2810.5 (California Employees Only) |
| <input checked="" type="checkbox"/> Offer Letter   | <input checked="" type="checkbox"/> Skills Test / Interview notes                                 |
| <input checked="" type="checkbox"/> Food Handlers Card/Certification<br>Expiration <u>05/06/19</u>                 | <input checked="" type="checkbox"/> New Hire Acknowledgement Form                                 |
| <input type="checkbox"/> Alcohol/Liquor Serving Certification  | <input checked="" type="checkbox"/> Additional Information/Emergency Contact                      |
| <input checked="" type="checkbox"/> I-9 Form and copies of required form(s)<br>of ID (Filed in secured I-9 binder) | <input checked="" type="checkbox"/> Image Release Form  |
| <input checked="" type="checkbox"/> Sexual Harassment/Harassment Policy<br>Acknowledgement                         | <input checked="" type="checkbox"/> W-4: Single <u>(Married)</u> (Circle one)                     |
| <input checked="" type="checkbox"/> Authorization and Release to Obtain<br>Information                             | Exemptions <u>3</u>   |
| <input checked="" type="checkbox"/> Designation of Personal Physician  | <input checked="" type="checkbox"/> Direct Deposit  |
| <input checked="" type="checkbox"/> Absenteeism & Tardiness Policy   | <input type="checkbox"/> Voided Check / Bank Form   |
|  | <input type="checkbox"/> Global Cash Card   |
|  | <input type="checkbox"/> _____  |

Section Two

Employee Setup

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> E-Verify Documentation<br>CVN#: <u>2014307142322YM</u> | <input type="checkbox"/> Attended New Hire Orientation<br>Date: ____/____/____ |
| <input type="checkbox"/> Background Check (Sterling)<br>File Ref #: _____                  | <input type="checkbox"/> New Hire List   |
| <input type="checkbox"/> Direct Deposit / Global Cash Card<br>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: Adrianna Torchio Phone: (408) 680-1502 Relationship: Daughter



# Interview Note Sheet

## Applicant Information

Name: Armuto

Interviewer: Mari

Date: 11/3/14

Rate of Pay: 12.50

Position (s) Applied for:

Referred by:

COOK

CET

## Test Scores

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

Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

### Knife Skills

\*proficient  
knife skills

\*20ppp

\*Knife  
Skills

Total of \_\_\_\_\_ in Food Service

Fast experience

\*Bussing

\*Bartender

\*FOH

CET 6 months

\*Fast learner

\*Grill / poach

\*Meat Temps

### Cuisines

- American
- Mexican
- Italian

2 months

Catering

\*Pastas

\*Italian  
Food

\*Sauces

\*Weddings

### Stations:

- Prep
- 
- 

\*Coat\*

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: Asap

## Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

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

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:





Name: Arnulfo Gasca Quintana

What is your means of transportation?

☒ Car ☐ Public Transit ☐ Occasional Car

Are you interested in carpool?

☐ Rider ☐ Driver ☒ Not Interested

What is your work interest?

☒ Full Time ☐ Part Time ☐ Same Day

Please select the uniforms you own:

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

Please select the areas where you are willing to work:

<input type="checkbox"/> SF - City	<input checked="" type="checkbox"/> SJ - Central
<input type="checkbox"/> SF - East Bay	<input type="checkbox"/> SJ - East (South of 580)
<input 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)

Spanish

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

N/A

How did you hear about Acrobat Outsourcing?

C.E.T

Emergency Contact: (must complete)

Name: Adriana P. Jorgio Phone: (415) 6801502 Relationship: Daughter



## 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:

Araceli Gosa  
Print Name

Araceli Gosa  
Signature

11/03/14  
Date

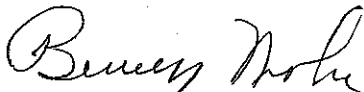


January 24, 2004

Dear Arnulfo:

First, I hope I am spelling your name correctly! And now – to proceed. We want to thank you for the masterful job you did last night – in a very difficult situation. It all turned out beautifully. The dinner was superb – and I shall pass that fact along to the cook, but if you hadn't solved the problem of the seating arrangement, all would not have gone so well! We all at our table agreed that we loved being in the lounge at the big table and it was every bit as nice as being in the Green Room. I don't know what happened in the reservation department, but I am sure you will find out and make any necessary corrections so the same mix up won't happen again. You all do such a fine job in the dining room and an occasional problem is bound to come up. I just wanted you to know that we all – at our table – had a great time and were very happy with the dinner.

Thanks!

A handwritten signature in cursive script, reading "Beverly Mohr".

Beverly Mohr – and Hank, too!





The Forum  
March 23, '01

Mr. Kenneth Fullmore  
Manager, The Forum

Dear Ken:

This letter is to commend Arnulfo Quintana, the maitre d' in the dining room here at the Forum, for his outstanding courtesy and concern for the well being of our residents.

Due to the fact that my wife did not feel well and needed special attention one evening this week, Arnulfo took special care to see that she had acceptable food that she could tolerate. The following day he again returned to our table to check on her diet and expressed his concern for her well being. We were most impressed and appreciative for his special care.

He most certainly should be commended and appreciated by Marriott, as well as by the residents as a very special employee.

Very sincerely,

A handwritten signature in cursive script that reads "Bob & Melita".

Bob & Melita Mostyn

Cc. Sandy Ryan  
Arnulfo Quintana



September 29, 2003

Dear Mr. Fullmore,

On Saturday night, September 27<sup>th</sup>, we gave a party. We had invited 54 guests for dinner and dancing in the Sierra Room from 5:30 – 7:30 PM.

We are still so excited because it was PERFECT in every detail. When the guests walked in at the appointed time, they entered a lovely and beautiful room. The tables were very attractively arranged – bright napkins, place cards, center pieces, candles, etc., etc. Sandi had adjusted the lighting, and Steve Edwards was already playing wonderful dinner music.

Everyone danced to music of the '30's and '40's while dinner was being served. The spectacular shrimp cocktail set the tone – you should have heard the raves!! Fidel, Arnulfo, and servers, Aurelio and Yong out did themselves by setting up the room and providing such wonderful service.

Of course all of this could not have been accomplished without our capable and congenial Sandi. She had to be away during the planning stage. While she was away, she checked with Debbie and Arnulfo who were there for us every step of the way.

We have a stack of glowing notes. Everyone seems to have had a wonderful time. We have been told it was the best party in ten years. We want to thank all of the members of the Forum Staff who made this party such a success. We are very fortunate to be members of the "Forum Family".

  
Dick & Mary Ann Frakes  
218-E

cc: Sandi, Arnulfo, Debbie, Fidel



Dec. 1, 2009

Dear Ken

This past Saturday, I had a dinner in the private dining room to celebrate two upcoming weddings in my family. The table was decorated beautifully and the food delicious and Arnulfo and Antonio did a first rate job serving wine, hors d'oeuvre and dinner. There were 17 of us so it was not an easy assignment, I'm sure. It couldn't have been nicer and I wanted to let you know how much I appreciate the efforts of Bill, the kitchen staff Arnulfo and Antonio.

It was a lovely evening and my guests thoroughly enjoy the food and the evening.

Thank you for your efforts.

Best wishes,

A handwritten signature in cursive script that reads "Pat Tenvold".

Pat Tenvold

cc. Bill Mott and kitchen staff

cc. Arnulfo

cc. Antonio



## 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 Arnulfo Gasca Quintana Date: 10/29/14  
 Home Telephone (408) 272-7792 Other Telephone (408) 449.9641  
 Present Address 13 Sierra Grande Ct. San Jose Ca. 95116  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address arnulfoquintana56@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Pre-cook Salary desired: \$15

Are you currently registered with any staffing and/or employment agencies? If so, please list

N/A

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 C.E.T 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? open

*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							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

### 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 \_\_\_



# 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?
Salvatierra prep.	México D.F.	1985	✓ yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" 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	NO
Special: (Front of the house)			

## 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 Mi Pueblo Food Center  
 Type of Business Food Service Telephone No. (48) 928-1121 Supervisor's Name Reynaldo M.  
 Your Position and Duties Line cook - (Tajero)

Dates of Employment: From 12/17/13 To 3/2/14 Weekly Pay: Starting 11:50 Ending 11:50

Reason for Leaving: Lack skills

Name and Address of Employer The Forum Ranch San Antonio

Type of Business Management Telephone No. (512) 944-0117 Supervisor's Name Bill Mott

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outsourcing  
Your Hospitality Staffing Professionals

Your Position and Duties

Dinning Room Manager (Bisby, server, bartender, Host, and Dinning Room Manager)

Dates of Employment: From 1992 To 2013 Weekly Pay: Starting 25 Ending 25

Reason for Leaving: Lack of communication/management

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: \_\_\_\_\_

## JOB RELATED REFERENCES

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

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

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

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

\_\_\_\_\_ I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

\_\_\_\_\_ Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

ServSafe

EXAM FORM NO. 4946  
CERTIFICATE NO. 11042964

# ServSafe® CERTIFICATION

TO  
**ARNULFO QUINTANA**

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination,  
which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

Provided by:

PremierFoodSafety  
1-800-676-3121  
www.PremierFoodSafety.com



#0655

**05/06/2014**  
DATE OF EXAMINATION

**05/06/2019**  
DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

*Sherrill Brown*  
Sherrill Brown  
SVP, National Restaurant Association Solutions



Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Offer Letter & Acknowledgment**

Acrobat Outsourcing is pleased to offer you a position as: Prep Cook

- Position at the rate(s) of \$ 12.50 per hour starting on 11/3/14.

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 Job Offer**

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

Signature \_\_\_\_\_

Date 11/03/14

**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 filling a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

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

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

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

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

Employee Signature

Print Name

Date

*Arnelfo Garcia Quintana*

Arnelfo Garcia Quintana 11/03/14

## 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

ARNULFO GASCA QUINTANA

(Please print name clearly.)

Date

11/03/14

Full Name

Arnulfo Gasca Quintana

Signature

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

Current Address: 73 SIERRA GRANDE CT  
SAN JOSE CA. 95116

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

Social Security Number: 554-04-5889 DOB: 09/30/1956

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



## Designation Of Personal Physician

I, ARNULFO GASCA QUINTANA, 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: ARNULFO GASCA QUINTANA

Practice Group, if any: \_\_\_\_\_

Address: 73 SIERRA GRANDE CT.

City/State/Zip: SAN JOSE CA. 95116

Telephone: (408) 449-9641

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.

Arnulfo Gasca Quintana  
Name

11/03/14  
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](http://www.dir.ca.gov/DLSE).

#### EMPLOYEE

Employee Name: Arnulfo Gasca Quintana Hire Date: \_\_\_\_\_

#### EMPLOYER

Name of Employer: ACROBAT OUTSOURCING

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

☐ Other type of entity: \_\_\_\_\_

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

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

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

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

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

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

Name of Other Business: \_\_\_\_\_ This other business is a:

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

☐ Other: \_\_\_\_\_

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

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

# WAGE INFORMATION

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

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

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

Employment agreement is (check box): ☐ Oral ☒ Written

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

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

# WORKERS COMPENSATION

Insurance Carrier's Name: US HEALTHWORKS

Address: 25124 Springfield Court Suite 200 Valencia, CA 91355

Telephone Number: 800.720.2432

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

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

# ACKNOWLEDGMENT OF RECEIPT

Erika Komatsu  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer representative)

11/3/14  
(Date provided to employee & signed by representative)

Arnulfo Gasca Quintana  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

11/03/14  
(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.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html). Check "Labor Code" and search for "2810.5" in quotes.

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

**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

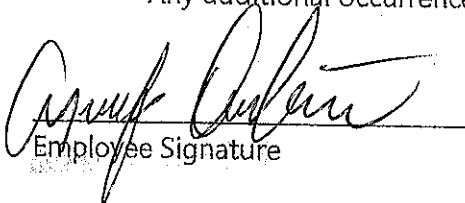
**DISCIPLINARY ACTION**

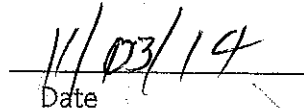
▪ **First Occurrence:**

- 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.

Arnulfo Gasca Quintana  
Name of Employee (Please Print)

Arnulfo Gasca Quintana  
Signature of Employee

11/03/14  
Date

\_\_\_\_\_  
Name of Witness (Please Print)

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


\_\_\_\_\_  
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.

  
(Signature)  
ARNELO GASCA Quintana  
(Printed or Typed Name)

11/03/14  
(Date)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

