

Name: EMMETT HOLMES Phone #: (669) 300 - 1934  
 Email: edubb.eh@gmail.com Taborca ID#: 23556  
 Address: 1309 Oakland Rd. Apt #29 San Jose, CA 95112  
 Date of Birth: 9/10/83 SSN: 555-77-3528 Date of Hire: 5/15/15

**Section One**

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

<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> Confidentiality & Non-Disclosure Agreement
<input checked="" type="checkbox"/> Application for Employment	<input checked="" type="checkbox"/> California Labor Code Form 2810.5
<input checked="" type="checkbox"/> Offer Letter	(California Employees Only)
<input type="checkbox"/> Food Handlers Card/Certification	<input checked="" type="checkbox"/> Skills Test / Interview notes
Expiration <u>  /  /  </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) of ID (Filed in secured I-9 binder)	<input checked="" type="checkbox"/> Employee Authorization for Use of Image, Voice, Performance or Likeness
<input checked="" type="checkbox"/> Sexual Harassment/Harassment Policy Acknowledgement	<input checked="" type="checkbox"/> W-4: <u>Single / Married</u> ( Circle one ) Exemptions <u>  </u>
<input checked="" type="checkbox"/> Authorization and Release to Obtain Information	<input checked="" type="checkbox"/> Pay Option
<input checked="" type="checkbox"/> Designation of Personal Physician	<input type="checkbox"/> Direct Deposit
<input checked="" type="checkbox"/> Absenteeism & Tardiness Policy	<input type="checkbox"/> Voided Check/Bank Form
	<input checked="" type="checkbox"/> Global Cash Card
	<input type="checkbox"/> <u>4437-9759</u>

**Section Two**

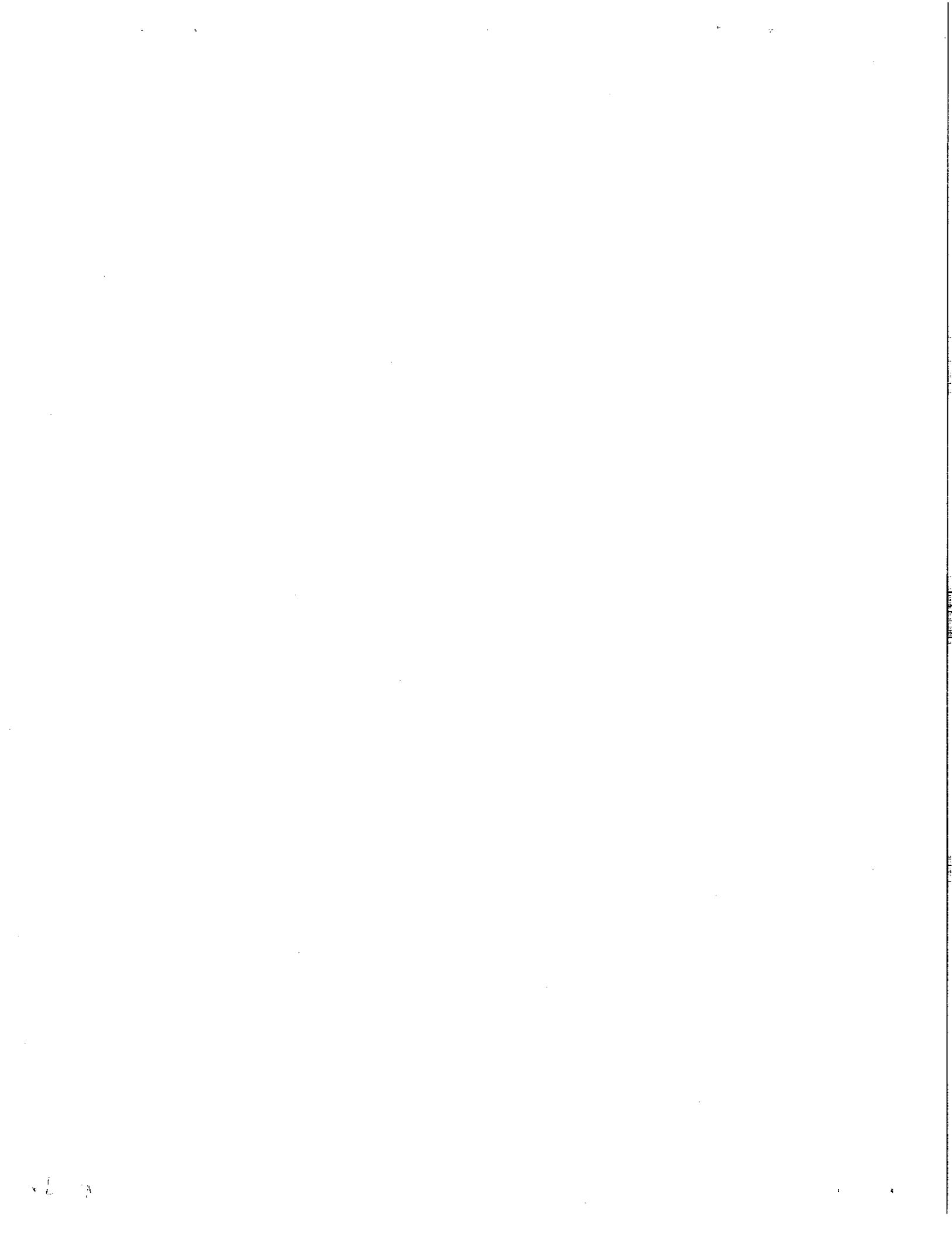
**Employee Setup**

<input checked="" type="checkbox"/> E-Verify Documentation	<input type="checkbox"/> Attended New Hire Orientation
CVN#: <u>2015125143935LN</u>	Date: <u>  /  /  </u>
<input type="checkbox"/> Background Check (Sterling)	<input type="checkbox"/> New Hire List
File Ref #: <u>  </u>	<input type="checkbox"/> Taborca
<input type="checkbox"/> Direct Deposit / Global Cash Card form sent to Payroll	<input type="checkbox"/> Upload Photo
	<input type="checkbox"/> Upload Resume & Food Handlers Card

**Section Three**

**Emergency Contact**

Name: Janielle Carter Phone: (408) 603 - 7076 Relationship: Sister



Emmett L, Holmes  
1309 Oakland rd. Apt #29 San Jose, CA 95112  
Cellphone: (669)300-1934  
E-mail: [Edubb.eh@gmail.com](mailto:Edubb.eh@gmail.com)

### **Work History**

Employer: Burnt Rice Korean Restaurant  
Dates employed: August 4<sup>th</sup> 2014 to August 11<sup>th</sup> 2014  
Job title: Dishwasher  
Job Duties: Washed and put dishes away

Employer: Target  
Dates employed: May 5<sup>th</sup> 2011 to December 2<sup>nd</sup> 2011  
Job title: Cart Attendant/Cashier  
Job Duties: Collect carts when there low, clean bathrooms every hour, empty & take out trash inside & outside the store and empty the hanger bin in backroom. Helped customers out to their cars. Rang customers up, and provided good customer service.

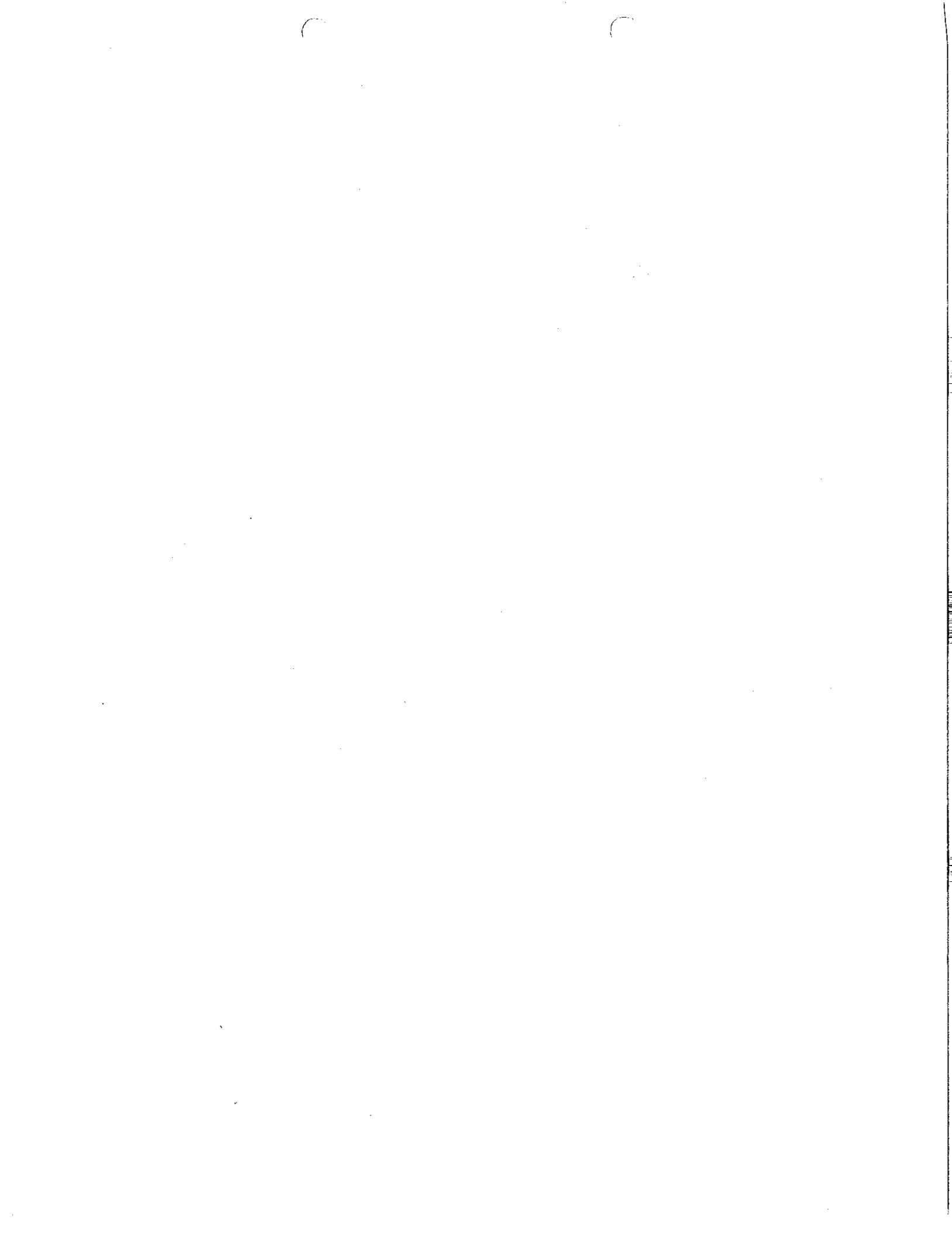
Employer: "Magazine Vendor"  
Dates employed: March 27<sup>th</sup> 2008 to February 10<sup>th</sup> 2010  
Job title: Merchandizer  
Job Duties: Re-stock stores on route with new books, word puzzles, newspapers, etc. every week at Wal-Greens and CostCo. Packed up the old isses for returns to be shipped back.

Employer: Stanley Steemer carpet cleaner  
Dates employed: July 17<sup>th</sup> 2006 to December 27<sup>th</sup> 2006  
Job title: Assistant  
Job Duties: Helped the crew chief clean carpets by setting up the machine, moving furniture out of the way of the area that needed to be cleaned. Put everything back in the truck and prepared for the next job. At the end of the shift washed inside & outside of the truck and restocked supplies as needed.

Employer: Pak'N Save Foods  
Dates employed: October 4<sup>th</sup> 2001 to January 17<sup>th</sup> 2006  
Job title: Journeyman warehouse clerk  
Job Duties: Collected carts, re-stocked shelves and kept sales floor presentable, swept floors, cleaned bathroom and parking lot. Cash register. Made sure the produce was stocked with fresh fruit & vegetables, swept floors every half hour. Made sure the late night shipment was delivered to warehouse, used forklift to move and organize pallets in the backroom/warehouse

### **Education**

School: Santa Teresa Highschool  
Years attended: 1997 to 2001  
Degree: Graduated



## Candidate Information

Name: Emmett  
Date: 5/5/15  
Position(s) Applied for:  
Cashier, D/U

Interviewer: Enka  
Rate of Pay: \$11.00  
Referred by: Evan Brandt

## 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 &amp; Summary of Strengths

- fairness
- team player
- problem solving
- stressful situation?  
deal w/ situation  
one at a time
- good work  
environment

Pak N Save

- meat
- deli *light training*
- journeyman  
(union) (highest title)
- warehouse  
inventory  
forklift
- cashier
- inventory produce

Total of \_\_\_\_\_ in Food Service/Hospitality

Target (5-6mths) Burnt Rice (1wk)

- cart attendant - D/U
- customer service - 3 comp sink
- general cleaning - 1 per shift
- 1-2 ppl/shift
- reason for leaving:  
seasonal
- high volume
- fast paced

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

(\*) Open to TIPs certificate

## 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:

C

C

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## 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 Emmett L Holmes

Date: 4-16-15

Home Telephone (669) 300-1934

Other Telephone ( )

Present Address 1309 #29 Oakland Rd San Jose CA, 95112

Permanent Address, if different from present address: \_\_\_\_\_

Email Address edubb.eh@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Cashier/Dishwasher

Salary desired: \$11

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

Are you applying for: Full-time work? Yes  No  Part-time work? Yes  No

Temporary work, e.g., summer or holiday work? Yes  No  From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral ██████████ 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? ASAP

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	Open	Open	Open	Open	Open	open
PM	Open	Open	Open	Open	Open	open	open

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  
Even Brandt Friend

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.

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

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

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

Yes  No

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

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Santa Teresa High school	San Jose, CA	12th	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: Hard worker, good customer service			

## 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 Burntire Korean Restaurant 121 clyburn Ave 95137

Type of Business Restaurant Telephone No. (408) 656 9168 Supervisor's Name Carlin Needham

Your Position and Duties Dishwasher, Put Dishes away

Dates of Employment: From 8-4-14 To 8-11-14 Weekly Pay: Starting \$10.15 Ending \$10.15

Reason for Leaving: NOT enough hours

Name and Address of Employer Target 553 Colver Ave San Jose CA 95112

Type of Business Retail Telephone No. ( ) Supervisor's Name J.R.

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Your Position and Duties

trash

Cart Attendant: Collected carts, cleaned bathrooms, took out

Dates of Employment: From 5-23-11 To 12-2-11

Weekly Pay: Starting \$8.50 Ending \$8.50

Reason for Leaving: Let go laid off

Name and Address of Employer Pak 'N Save foods N Capital Ave San Jose CA 95133

Type of Business Grocery store

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

Supervisor's Name Audrey Rome

Your Position and Duties Utility Clerk, Cashier, warehouse, Dairy clerk, produce clerk

Dates of Employment: From Oct 1 2001 To Jan 17 2006 Weekly Pay: Starting \$10.20 Ending \$16.65

Reason for Leaving: Store went out of business

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: Janice Carter

Telephone No. (408) 603-7076

Address \_\_\_\_\_

Occupation: Retail

Relationship: Friend

Number of Years Acquainted: 31

Name: Annet Carter

Telephone No. (408) 306-0425

Address 1309 # OAKland Rd San Jose CA 95112

Occupation: Security

Relationship: Friend

Number of Years Acquainted: 31

Name: Carlton Needham

Telephone No. (408) 656-9168

Address \_\_\_\_\_

Occupation: Cook

Relationship: Friend

Number of Years Acquainted: 7

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

EH

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.

EH

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.

EH

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.

EH

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.

EH

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

4-16-15



## 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: \_\_\_\_\_

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**

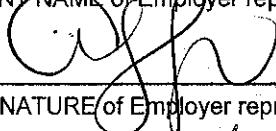
Address: \_\_\_\_\_ 25124 Springfield Court Suite 200 Valencia, CA 91355

Telephone Number: \_\_\_\_\_ 800.720.2432

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

 Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_**ACKNOWLEDGMENT OF RECEIPT**Enka Komatsu

(PRINT NAME of Employer representative)



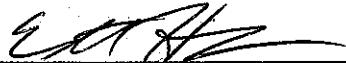
(SIGNATURE of Employer representative)

5/5/15

(Date provided to employee &amp; signed by representative)

Emmett Holmes

(PRINT NAME of Employee)



(SIGNATURE of Employee)

5-5-15

(Date received by employee &amp; 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.

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## ADDITIONAL INFORMATION - SAN FRANCISCO

Name: Emmett Holmes

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 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 type="checkbox"/> Chef Knives	<input type="checkbox"/> Khakis & Polo
<input checked="" type="checkbox"/> White Bistro	<input type="checkbox"/> Chef Whites	<input type="checkbox"/> 1/2 Tuxedo (No Jacket)
		<input type="checkbox"/> Tuxedo w/ Jacket

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

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

Please select the areas where you are willing to work:

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

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

*NO*

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

How did you hear about Acrobat Outsourcing?

*Friend*

Emergency Contact: (must complete)

Name: Danielle Carter Phone: (408) 603 - 7076 Relationship: Sister

