

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: HEALEY, ARIK

Taborca ID: 24183

Date of Hire: 6 / 4 / 15

Date of Re-Act: 8 / 9 / 16

New employee set up

- ☐ E-verify
- ☐ Hire Right EE
- ☐ Hire Right Internal (upload any list A docs)
- ☐ Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- ☐ Notice to Employee Completed
- ☐ Added to Orientation Time Sheet
- ☐ Attended New Hire Orientation
- ☐ Background Check (Asurint)
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- ☒ File and I9 pulled (new one created/done in Hire Right if old ones are gone)
 - ☐ Re Act onboarding if initially hired before 1/1/16
- ☒ Check W4
- ☒ Check all demographic info and availability
- ☒ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
 - ☐ Complete Notice to Employee with updated pay if necessary
- ☒ Verify pay option and take steps to Re Act any old pay options still current
 - ☐ Run new BGC if more than 1 year since last shift worked
 - ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☒ New Hire List (all fields)
 - ☐ Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

Applicant Information	
Name: <u>ARIK Healey</u>	Interviewer: <u>Poer</u>
Date: <u>6/4/15</u>	Rate of Pay: <u>11/basic</u>
Position (s) Applied for: <u>Cashier, Convention, D/V, Pre-Server</u>	Referred by: <u>12/sunset</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	<u>9</u> /10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
☒ Full-Time
☐ Part-Time

Relevant Experience & Summary of Strengths

Knife Skills	Total of _____ in Food Service
cashier. Dollar Tree / Orchard Supply Great America	<u>23+ years</u>
Cuisines	
Dishwasher on a smaller scale / quick learner @ elderly care center Mount. view	
Server - Boston Market catering 4 seasons - Delivery driver	
Stations:	
Set-up / Breakdown	concessions cashier maybe DWasher
P.O.S. Experience: <u>Y</u> / <u>N</u> 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: _____

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? <u>Yes</u>	Convention Candidate? ☐	Other Languages Spoken: _____
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6/24/19

Name: Healey, Arik Phone #: (408) 896 - 6470
Email: Barbarik.AH@gmail.com Taborca ID#: 24183
Address: 35 South 12th St. San Jose, CA 95112
Date of Birth: 8 / 14 / 83 SSN: 563 - 95 - 1475 Date of Hire: 6 / 4 / 15

Section One

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

- | | |
|--|--|
| ☐ Resume | ☒ Confidentiality & Non-Disclosure Agreement |
| ☒ Application for Employment | ☒ California Labor Code Form 2810.5 (California Employees Only) |
| ☒ Offer Letter | ☒ Skills Test / Interview notes |
| ☐ Food Handlers Card/Certification
Expiration ____ / ____ / ____ | ☒ New Hire Acknowledgement Form |
| ☐ Alcohol/Liquor Serving Certification | ☒ Additional Information/Emergency Contact |
| ☒ I-9 Form and copies of required form(s)
of ID (Filed in secured I-9 binder) | ☒ Image Release Form |
| ☒ Sexual Harassment/Harassment Policy Acknowledgement | ☒ W-4 : <u>Single</u> / Married (Circle one) |
| ☒ Authorization and Release to Obtain Information | Exemptions <u>1</u> |
| ☒ Designation of Personal Physician | ☒ Direct Deposit / Global Cash Card / <u>Live Check</u> (Circle one) |
| ☒ Absenteeism & Tardiness Policy | |

Section Two

Employee Setup

- | | |
|--|--|
| ☒ E-Verify Documentation
CVN#: <u>201515513090120</u> | ☒ Attended New Hire Orientation
Date: <u>6 / 4 / 15</u> |
| ☒ Background Check (Sterling)
File Ref #: <u>16376584</u> | ☐ New Hire List |
| ☐ Direct Deposit / Global Cash Card
form sent to Payroll | ☒ Taborca |
| | ☒ Upload Photo |
| | ☒ Upload Resume & Food Handlers Card |

Section Three

Emergency Contact

Name: Cynthia Valle Phone: (408) 887-0282 Relationship: Son's Mother

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 ARIK HEALEY Date: 6/4/15
 Home Telephone (408) 896 6470 Other Telephone () _____
 Present Address 35 SOUTH 12TH STREET
 Permanent Address, if different from present address: _____
 Email Address valle5485@yahoo.com

EMPLOYMENT DESIRED

Position applying for: DISHWASHER Salary desired: _____

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 ARMANDO CASTILLO 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	<u>OPEN</u>						
PM	<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 _____

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 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?
ALTA VISTA HIGH	MOUNTAIN VIEW, CA	DIPLOMA	YES
DE ANZA COMM	CUPERTINO, CA		
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: MICROSOFT WORD, BOSTON MARKET CATERING			

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 ADVANTAGE TOWING 1737 GRANT ST, SANTA CLARA, CA
 Type of Business TOWING Telephone No. (408) 835 4285 Supervisor's Name JOE HEALEY
 Your Position and Duties DRIVING, VEHICLE REPOSSESSION, SECURING VEHICLE TO TRUCK
 Dates of Employment: From 2013 To 2014 Weekly Pay: Starting 10 p/hr Ending 18 p/hr
 Reason for Leaving: ON JOB TRAINING ONLY
 Name and Address of Employer MR ROOTER 44777 S. GRIMMER BLVD. FREMONT, CA

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Type of Business PLUMBER Telephone No. (408) 660 9334 Supervisor's Name JOHN GONZALEZ
Your Position and Duties LABOR, MINOR PLUMBING, DRIVING

Dates of Employment: From 2012 To 2013 Weekly Pay: Starting 10.00 P/hr Ending 10.00 P/hr

Reason for Leaving: SEASONAL

Name and Address of Employer BRUCE BAUER LUMBER MOUNTAIN VIEW, CA

Type of Business LUMBER YARD Telephone No. (650) 948 1089 Supervisor's Name WAYNE

Your Position and Duties DELIVERY, LABOR

Dates of Employment: From 2008 To 2009 Weekly Pay: Starting 12 P/hr Ending 12 P/hr

Reason for Leaving: LAYOFF

Name and Address of Employer VALLE HANDYMAN SERVICE SAN JOSE, CA

Type of Business HOME REPAIR Telephone No. (408) 887 0282 Supervisor's Name ALFONSO VALLE

Your Position and Duties ALL HOME REPAIR

Dates of Employment: From 2007 To 2008 Weekly Pay: Starting 15 P/hr Ending 15 P/hr

Reason for Leaving: SEASONAL

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: STEPHANIE CONNER Telephone No. (650) 464 1461

Address MENLO PARK, CA

Occupation: CHIROPRACTIC ASSISTANT Relationship: FORMER EMPLOYER Number of Years Acquainted: 1

Name: JOE HEALEY Telephone No. (408) 835 4285

Address 1737 GRANT ST. SANTA CLARA, CA

Occupation: TOWLING Relationship: FORMER EMPLOYER Number of Years Acquainted: 1

Name: _____ Telephone No. (_____) _____

Address _____

Please Read Carefully, Initial Each Paragraph and Sign Below

AH

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.

AH

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.

AH

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.

AH

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.

AH

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

Airk Healey

Date

6/4/15

b 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

a 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

ca 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

c 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6.75 6) What is the current sales tax rate in your city SF = 8.75%, SJ = 8.63%, SAC = 8.00%?

c 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

