

Interview Note Sheet

Applicant Information

Name: <i>Mahala Blanco</i>	Interviewer: <i>Katya Neraydokh</i>
Date: <i>11/12/15</i>	Rate of Pay: <i>\$13</i>
Position (s) Hired for: <i>Cook/Server</i>	Referred by: <i>JOB FAIR</i>

Position Roles						Seeking
Server	1/35	%	Bartender	1/35	%	Full-Time
Prep Cook	1/20	%	Barista	1/10	%	
Grill Cook	1/39	%	Cashier	1/10	%	
Dishwasher	1/10	%	Housekeeping	1/16	%	Part-Time

Relevant Experience & Summary of Strengths

Total of 2 yrs in Food Service/Hospitality

*Did serving func
& at restaurant in Charleston
At Banquets in the military
1 yr at AI (Art Institute)*

P.O.S. Experience: Y / N details: Can't remember names

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	TB Test	<i>Needs</i>	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	Weekends only
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All except Wednesday, T, TH PM

Uniforms Owned:

<input checked="" type="radio"/> 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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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 Mahala Blanco Date: 12 November 2015
 Home Telephone () Other Telephone (51) 724-9201
 Present Address 626A SUSAN ST, SUSAN CITY CA 93588
 Permanent Address, if different from present address: _____
 Email Address Mahala.blanco@att.net

EMPLOYMENT DESIRED

Position applying for: SENIER/CUST Salary desired: \$13/hr

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

NO

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

Temporary work, e.g., summer or holiday work? Yes No X 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 X No If hired, on what date could you start working? 13 November 2015

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>All day</u>	<u>All day</u>	NA	NA	NA	<u>All day</u>	<u>All day</u>
PM	<u>All day</u>	<u>All day</u>	1-10	NA	1-10	<u>All day</u>	<u>All day</u>

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

NA for one weekend a month and 11 weekend

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes No X If yes, when? _____

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

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

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

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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.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
AA Instntr of SF Central Busn Jslsr	SF, CA Dexter, NY	Still attending General	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: Excel, Word, PPT -quick learner, hard worker, communication skills,			

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 USAF Reserves

Type of Business military Telephone No. (408) 425-4495 Supervisor's Name MSgt Perez
Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: Still working there

Name and Address of Employer USAF

Type of Business military Telephone No. (____) _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From March 04 To Sept 2013 Weekly Pay: Starting _____ Ending _____

Reason for Leaving: I went reserve and start school

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

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Your Hospitality Staffing Professionals

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: No

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes X No _____

If so, describe: Multitasking, decision making, leadership

JOB RELATED REFERENCES

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

Name: Brittany Barber Telephone No. (505) 102-6772

Address: Charleston, SC

Occupation: Military Relationship: Co-worker Number of Years Acquainted: 3

Name: Katrina Fawna Telephone No. (310) 351-6574

Address: LA, CA

Occupation: Military/Student Relationship: Co-worker Number of Years Acquainted: 3

Name: Kim Sanchez Telephone No. (559) 776-8928

Address: ARCSO, CA

Occupation: Military Student Relationship: Co-worker Number of Years Acquainted: 6

Please Read Carefully, Initial Each Paragraph and Sign Below

WB 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.

WB 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.

WB 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.

WB 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.

WB 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 12 November 2015

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Mahala Blanco
Start Date: 11/12/15

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):

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: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: \$13 Overtime Rate(s) of Pay: \$19.50

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: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

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)

Katya Nenaydakhs

(PRINT NAME of Employer representative)

[Signature]

(SIGNATURE of Employer Representative)

1/12/15

(Date)

Mahala Blanco

(PRINT NAME of Employee)

[Signature]

(SIGNATURE of Employee)

12 November 2015

(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.

