

# Employee Information Form

HR

Employee I.D #	2853	
Employee Name	Daniel Taylor	
Date Of Birth	10-9-61	
Social Security #	521-08-4315	
Address	5108 O'Farrel #224 SF CA 94107	
	✓	<b>Missing Information</b>
Completed Application	✓	
Additional Information Sheet	✓	
Entered into Taborca	✓	
Completed W-4 & EDD	✓	
Completed I-9	✓	
Sexual Harassment Form	✓	
Photo Uploaded		
Background Check	✓	
Entered into PRG		





## APPLICATION FOR HIRE

NAME Daniel Taylor

Thank you for applying to Acrobat Staffing, the premiere foodservice and hospitality staffing agency in the Bay Area. We are always on the look-out for excellent employees who are skilled, reliable and have a professional appearance.

1. Come to office in full uniform  
Server: *black slacks, white button shirt w/ black tie*  
Cooks: *chef coat and pants*
2. Fill out Application, which includes:  
 Form W-4 (tax withholding)  
 Form I-9 (Employment Eligibility)  
 Form DE 4 (CA withholding)  
 Acrobat Staffing Employment Agreement
3. Provide photocopies of 2 forms of ID
4. Take any necessary written tests  
(i.e. cashier, server, bartender, cook)
5. Interview with Staffer
6. Attend Orientation

### FOR STAFF USE ONLY

Positions to be listed in database: \_\_\_\_\_, \_\_\_\_\_

cashier

Test: pass/fail

AA Training: y/n

Skill (1-5) \_\_\_\_\_

cook

Test: pass/fail

AA Training: y/n

Skill (1-5) \_\_\_\_\_

server

Test: pass/fail

AA Training: y/n

Skill (1-5) \_\_\_\_\_

bartending

Test: pass/fail

AA Training: y/n

Skill (1-5) \_\_\_\_\_

Comments: \_\_\_\_\_

Appearance: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_

Uniform: tux bistro chef black bistro  
Missing: \_\_\_\_\_

Interviewer Comments: (Good for which clients & types of jobs? Appearance? Resume highlights? Communication skills?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Uniform approved  
 I-9 signed & verified  
 W-4 signed & verified  
 2 forms of ID

Overall Rating (1-ballpark, 4 PLD) \_\_\_\_\_

Starting Pay Rate: \_\_\_\_\_

Interviewer Initials: \_\_\_\_\_



### Employee Payroll & Tax Information

Please fill out the information as you want it to appear on your check.

Social Security Number 521-08-4315 Date 2/12/08

Last Name Taylor First Name Daniel

Mailing Address 516 O'Farrell #224 S.F. CA 94102

- I will pick-up my check at the San Francisco office each Friday
- I want my check mailed to above address each Friday
- I want my check direct deposited (please ask for form)

Home Phone 415-776-7295 Cell Phone N/A

Email Address N/A

Emergency Contact Beckie Giordano Phone 415-409-3014

Referred by Cherie' White, Glide Foundation 415-674-6031

### Employee Placement Information

Check only the positions that you are qualified with experience and necessary skills to work. In the right hand column please list any pertinent experience you have for the positions you are choosing (previous jobs, years you've worked, classes, certificates, etc.) Tests will be given in the areas you choose to determine skill level. (PLEASE ATTACH RESUME IN ADDITION)

#### Server

- buffet/event help
- fine dining/table service
- I have a tuxedo
- I have black bistro
- I have a black vest

Experience: extensive server

experience in fine dining  
and banquets. St. Francis Hotel.

#### Bartender

- Beer & Wine
- Full Bar/Mixed Drinks

Experience: excellent wine knowledge  
Bartending certified in Colorado.

#### Cook

- Institutional: Grill cook
- Institutional: Broiler cook
- Institutional: Salad/Prep
- Catering: Last minute prep.
- Catering: Scratch Cooking
- I have a Chef Coat
- I have Chef Coat (no logo's)
- I have black cook pants
- I have checkered cook pants
- I have a knife set

Experience: \_\_\_\_\_

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**General Availability:** (i.e. open, weekends only, weekdays after 3pm, cannot work Tue or Thurs.)

**Locations I am Willing to Work**

<input checked="" type="checkbox"/> San Francisco City	<input type="checkbox"/> East Bay/Oakland
<input type="checkbox"/> SF Peninsula/San Mateo	<input type="checkbox"/> Outer East Bay/San Ramon
<input type="checkbox"/> San Jose Central	<input type="checkbox"/> San Jose Peninsula (92 South)
<input type="checkbox"/> San Jose South	<input type="checkbox"/> Sacramento

**My Transportation**

Car

Public Transportation

**Record**

Have you ever been convicted of a felony?  No  Yes

(A conviction will not disqualify an applicant from employment; it simply enables us to know which jobs are appropriate) If yes, please explain:

**ACROBAT EMPLOYMENT AGREEMENT**

As part of my responsibility for being employed at Acrobat Staffing, by signing my initials next to the following statements I agree to the following company rules:

T **Guidelines:** I have read the Acrobat Employee Guidelines (which includes the reasons for termination, the job placement process and the uniform requirements) and I commit to representing Acrobat Staffing according to those rules.

W **Worker's Comp:** I must report any work-related injuries to the Acrobat Staffing office within 24 hours of the injury.

D **Disclosure & Release:** As part of the application process for employment at Acrobat Staffing, I understand that they and/or its agents may conduct an investigation or background check of my personal information for certain clients as needed.

T **Privileged Information:** I acknowledge that Acrobat Staffing's client and employee lists are a very valuable and special asset to the company and I will not disclose this information to any person and/or legal entity for any purpose, even after employment.

W **Temp-to-Perm:** Our clients have the opportunity to hire our employees on a permanent basis and Acrobat Staffing assists in the process of finding full-time work for those who want it. It is my commitment to Acrobat Staffing that I will not work for an Acrobat Client if I have not first received written approval from Acrobat. If I fail to bring Acrobat Staffing into the process, I will be liable for a liquidation fee of \$500 payable to Acrobat Staffing.

P **Paychecks:** I have indicated on this application whether I want my checks to be mailed or held for pick-up. I release Acrobat Staffing of any responsibility for theft of U.S. Mail, validity of address information provided by me, or the unauthorized receipt and/or cashing of my payroll check. I agree that bank processing fees are not the responsibility of Acrobat Staffing and that lost payroll checks will be reissued at my request and cost.

Employee's Printed Name: Daniel Taylor Date: 2/12/08

Employee's Signature: Daniel Taylor



## ACROBAT STAFFING

### UNLAWFUL HARASSMENT AND SEXUAL HARASSMENT POLICY

Acrobat Staffing 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. Presidio Financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Staffing, and its subsidiaries, and prohibits unlawful harassment by any employee, including supervisors, coworkers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, swearing or cursing, slurs or unwanted sexual advances, invitations, or comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, e-mails or invitations;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Prolonged staring or leering which might be construed as sexual or threatening in nature;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for 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-mails or attachments, materials posted about a person, chat room discussions, and viewing/downloading of on-line pornography, sexually offensive materials, 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 to your own supervisor or any other 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 Staffing will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

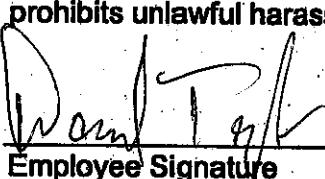
If Acrobat Staffing determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Acrobat Staffing to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. Acrobat Staffing will not retaliate against you or any witnesses for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

Acrobat Staffing encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in 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 started that all involved employees including witnesses and the alleged perpetrator completely and honestly assist in the investigation. This would include, but not be limited to, providing honest and accurate statements, being available for interviews, and assisting in the successful completion of the investigation. Failure to do so on any involved employee's part may be cause for disciplinary action, up to and including termination.

I have read the above policy and understand that Acrobat Staffing 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 operation of Acrobat Staffing, and its subsidiaries, and prohibits unlawful harassment by any employee, including supervisors and coworkers.

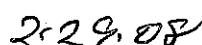
I have read the above policy and understand that Acrobat Staffing is committed to providing a work environment that is free of unlawful harassment. Presidio Financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Staffing and prohibits unlawful harassment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



Employee Signature



Print Name



Date

B

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

A

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

C

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

A

4) Where is the bread and butter plate located?

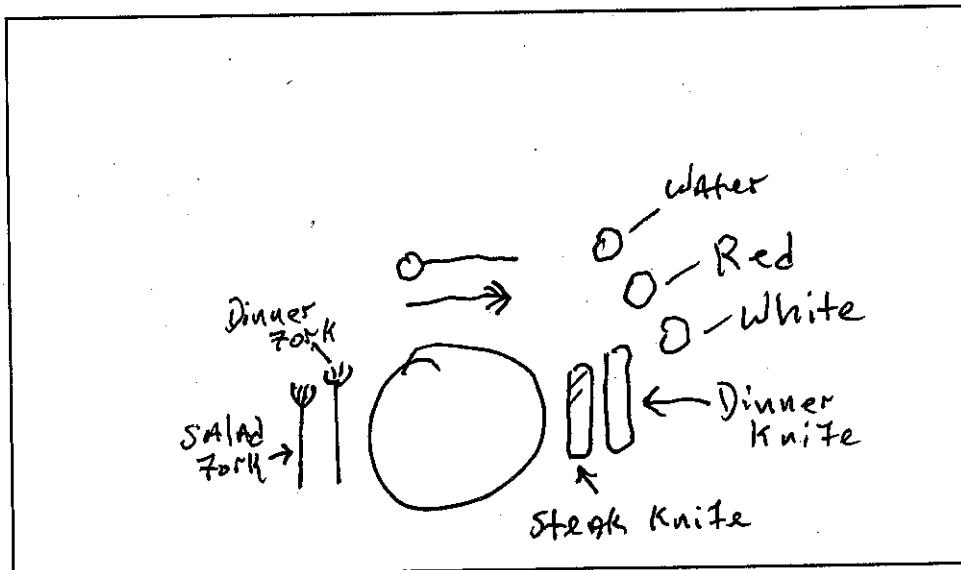
- a) The bottom left side of the table setting
- b) The bottom right side of the table setting
- c) The top right side of the table setting
- d) The top left side of the table setting

B

5) Where would the coffee cup and saucer be located?

- a) The bottom left side of the table setting
- b) The bottom right side of the table setting
- c) The top right side of the table setting
- d) The top left side of the table setting

6) Please draw table setting for a 3 course meal (salad, entrée, and dessert), please include a white wine, red wine and water glass. (5pts) You must get the entire drawing correct to receive all 5 points.



5

