



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2016217192249EM

Report Prepared: 08/04/2016

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Hicks

First Name: Ronald

Date of Birth: 10/28/1964

Social Security Number: *** ** 7457

Hire Date: 08/04/2016

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: ID card

Document State: California

Driver's License or ID Card Number:

Document Expiration Date: 10/28/2020

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/04/2016

Case Submitted By: GMAY1050

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Ronald Hicks

890 Hayes St. San Francisco, CA 94117 (415) 795-0061 415hicks@gmail.com

OBJECTIVE

To cater and staff events in San Francisco part time. Open to doing a variety of work for different venues and events.

SUMMARY OF SKILLS

- Motivated to learn new things and find opportunities for growth
- Experienced with serving the public and working as a cashier
- Have worked in variety of service positions including dishwasher, warehouse, factory and stocking
- Working knowledge of security procedures

PROFESSIONAL EXPERIENCE

Warehouse Worker – HealthRight 360, San Francisco CA 94117

- Acted as driver assistant to pick up donations all throughout San Francisco and the Bay Area
- Took inventory and assigned items reference numbers, organized items in storage
- Unloaded items from forklifts, trucks and pallets
- Performed janitorial duties in warehouse using cleaning supplies including some chemicals

Demolition Assistant - Factory Show Case, San Francisco CA

- Set up and take down of walls and booths for events
- Cleaning after events, remove wires and tape holding down wires
- Load and unload staging materials
- Recycle screws and brackets
- Organize mannequins in order of styles

Cashier/Customer Service - Lucky's Supermarket, Daly City CA

- Customer service
- Bagging groceries
- Cash handling, operate register, ring up customers
- Stocking shelves including perishables like produce
- Organized store displays

EDUCATION

High School Diploma

Mission High School

San Francisco, California

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Ronald Hicks
Start Date: 8/4/2014

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: 13.00 Overtime Rate(s) of Pay: 18.50

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

Employment Application

816-501-9067

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 RONALD LOUIS HICKS Date: 8/4/16
Home Telephone (415) 821-3240 Other Telephone (415) 795-0061
Present Address 19 PROGRESS SAN FRANCISCO CA 94124
Permanent Address, if different from present address: (SAME)
Email Address 415 HICKS @ GMAIL

EMPLOYMENT DESIRED

Position applying for: CATERING EVENTS Salary desired: 1400 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 ☐ Part-time work? Yes ☒ No ☐

Temporary work, e.g., summer or holiday work? Yes ☒ No ☐ From: 8/10/16 To: END

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

Referral ☐ Name of Referral JASON CATRELL 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? 8/10/16

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>1000</u>	<u>900</u>	<u>900</u>	<u>900</u>			
PM	<u>600</u>	<u>500</u>	<u>500</u>	<u>500</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

JASON CATRELL 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 N/A. 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 ☐

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Type of Business LUCKY SUPERMARKET Your Hospitality Staffing Professionals

Telephone No. () Supervisor's Name GEORGE SUATSU

Your Position and Duties CASHIER

Dates of Employment: From 3/89 To 12/90 Weekly Pay: Starting \$70 Weekly Ending

Reason for Leaving: FAMILY CRISIS

Name and Address of Employer LUCKY SUPER MARKET #24

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: DAVIE WHITE Telephone No. (415) 762-8389

Address 1464 CARROL

Occupation: SUPERVISOR Relationship: FRIEND Number of Years Acquainted: 7

Name: ESTORIA CHERRY Telephone No. (415) 722-5956

Address 86 NAVY ROAD

Occupation: FOOD DELIVER Relationship: FRIEND Number of Years Acquainted: 10

Name: JAMIE VELEZ Telephone No. (415) 650-720-0435

Address 702 DANIELS ST WOODLAND CA 95695

Occupation: FOOD SERVER Relationship: FRIEND Number of Years Acquainted: 8 YRS