



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2016218153449RK

Report Prepared: 08/05/2016

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Robinson

First Name: Shaun

Date of Birth: 05/11/1977

Social Security Number: *** ** 8756

Hire Date: 08/05/2016

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 08/05/2016

Case Submitted By: GMAY1050

SENSITIVE BUT UNCLASSIFIED

CAREER TRACK

Warehouse Shipping or Receiving Clerk, Inventory or Stock Clerk, Customer Service Clerk, Cashier, or related position

ACHIEVEMENTS & QUALIFICATIONS

- ♦ **10+ years of Inventory Control experience, stocking up to 800 products daily:**
Unloaded up to 120 boxes daily, stocked 500-800 merchandise items daily, rotated food supplies, and took inventory counts. Can safely operate sitting and standing forklifts.
- ♦ **4+ years of Customer Service, including 2 years of Cashiering for up to 250 people daily:**
Took orders and payments from 120 store customers and 250 concessions customers daily. Praised several times weekly for exceptionally helpful, respectful positive, service.
- ♦ **Great computer skills:** Can use barcode scanners, card readers, cash registers, iPads and other touch screen tablets, Windows, Web applications, and multi-line phones.
- ♦ **Dedicated, positive team spirit:** Always punctual, available any shift, easily trainable, energetic while standing for hours, and proactive in preventing or resolving problems.

RELEVANT EXPERIENCE**INVENTORY CONTROL**

- Unloaded trucks with 80-120 boxes of donations and furniture daily in a large Goodwill warehouse, using small forklifts, pallet trucks, and hand dollies.
- Unpacked, priced, and stocked 500-800 items daily including: clothing, toys, games, books, and small appliances on store shelves, bins and racks.
- Set up and took down over 10 seasonal window displays yearly, moved and re-priced items as asked, and pulled any damaged merchandise.
- Counted, retrieved, and restocked about 20 boxes of concession products daily, including foods, drink syrups, condiments, cups, straws, and napkins.
- Retrieved, restocked and rotated food while preparing lunches for 30 YMCA kids daily.

CUSTOMER SERVICE

- Served court subpoenas and related documents to people in person.
- Politely helped up to 100 Goodwill store customers daily with finding merchandise, retrieved hard-to-reach items, and carried items for customers as needed.
- Cashiered, scanned, and bagged purchases for 60-120 Goodwill customers daily.
- Cashiered for 150-250 concession customers and McDonald's customers daily: answered questions about the menu, confirmed orders, and called out or retrieved orders.

RECENT SERVICE

<i>In-Home Caregiver</i>	Ms. Marry Robinson, San Francisco, CA	01/12 - present
<i>Cashier / Stock Clerk</i>	Goodwill Industries, San Francisco, CA	09/10 - 01/11
<i>Cook / Stocker / Janitor</i>	YMCA (Buchanan St.), San Francisco, CA	07/09 - 11/09
<i>Student</i>	City College, San Francisco, CA	05/08 - 11/08
<i>Process Server</i>	City of San Francisco, San Francisco, CA	06/07 - 01/08
<i>Concessions Worker</i>	Cinemark, San Francisco, CA	12/06 - 06/07
<i>Concessions Worker</i>	SBC (now AT&T) Park, San Francisco, CA	09/05 - 11/05
<i>Inventory / Stock Clerk</i>	Goodwill Industries, San Francisco, CA	05/04 - 08/05

EDUCATION / TRAINING

- **Job Skills Readiness Seminars**, City of San Francisco, CA, 2009, 2013
- **General Studies**, City College of San Francisco, San Francisco, CA, 2008, 2011-2012
- **Self-Growth Certificate**, Northern California Service League, San Francisco, CA
- **Diploma**, McAteer High School, San Francisco, CA



eFoodhandlers

Certificate of Completion

is Awarded to

SHAUN ROBINSON

In recognition for completing
eFoodhandlers Basic Food Safety Course
CALIFORNIA Version



Certificate ID: 2016b1865778

Issued: 8/4/2016

Expires: 8/4/2019

Official Issuer:

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Shawn RobinsonStart Date: 8/5/2014**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 INFORMATIONRate(s) of Pay: 13.56 Overtime Rate(s) of Pay: 20.25Rate 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 ☐ NoIf 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

GLOBAL CASH CARD FORM

New

Replacement

Cancel



Today's Date

08-05-2016

Last Name

ROBINSON

First Name

Shaun

MI



Address

135 Maddux

Apartment #

City

San Francisco

State

CA

Zip Code

94124

Social Security Number

571-47-8756

Date of Birth

05-11-1977

INFORMATION TO BE COMPLETED BY ACROBAT REPRESENTATIVE ISSUING CARD
INCLUDE A PHOTOCOPY OF THE CARD WITH THIS FORM:

ACCOUNT NUMBER (16-digits)

9853-4001-6225-7069

Branch Office:

SF

Completed By:

Grey

Global Cash Card | 7 Corporate Park, Suite 130 | Irvine, CA 92606 | CSR: 1-888-220-4477

Payroll Statements can be viewed online at: www.globalcashcard.com

I hereby release Acrobat Outsourcing the following information to establish my Global Cash Card account and enroll into an automatic payroll deposit. I authorize Acrobat Outsourcing to debit/credit my account. I have verified my information above and understand that any cash card charges incurred are my responsibility. I agree to the terms and conditions under which Global Cash Card Prepaid ATM Card is issued.

Please agree to the following:



By selecting this check box, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

I also acknowledge it is my responsibility to enter the correct Bank Transit Number and Account Number as to where I want my payroll funds deposited. I understand that if I enter incorrect information that it may delay or prevent my payroll funds being deposited to my accounts. I also acknowledge that any Bank Transit Number that begins with the number 5 is NOT a valid Bank Transit Number and WILL prevent my payroll funds from being deposited into my account. I understand that when Payroll receives the funds back through the banking system it will be paid on the next available pay date.

Shaun Robinson

Print Name

Shaun R

Employee Signature

8-5-16

Date

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 Shaun Robinson Date: 7-5-16
 Home Telephone (415) 424-3545 Other Telephone () _____
 Present Address 135 Maddux
 Permanent Address, if different from present address: _____
 Email Address Shaun241415@gmail.com

EMPLOYMENT DESIRED

Position applying for: Cashier, Busser, Food Prep Salary desired: open

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: _____ 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? 7-11-16

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>open</u>	<u>open</u>	<u>open</u>				
PM	<u>open</u>	<u>open</u>	<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.

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

Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business Food Prep Telephone No. () Supervisor's Name Sussian
Your Position and Duties Prepared Food for daily customers
plus janitor work

Dates of Employment: From 7-9 To 11-9 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: School

Name and Address of Employer City of San Francisco

Type of Business Process Server Telephone No. () Supervisor's Name Johnny
Your Position and Duties Served court Documents

Dates of Employment: From 6-7 To 1-8 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: Temp

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 ☐ 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: William Wickum Telephone No. (415) 312-6261

Address 1352 Ocean

Occupation: Truck Driver Relationship: Former Boss Number of Years Acquainted: 8

Name: Rose Davis Telephone No. (415) 933-4467

Address Los Angeles

Occupation: Sales Rep Relationship: Co Worker Number of Years Acquainted: 10

Name: Angelica Beltran Telephone No. (408) 858-5588

Address 409 San Jose Blvd

Occupation: Sales person Relationship: Former Boss Number of Years Acquainted: 12

Cashier Test

Score 11/15

76%

- 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
- A 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) What is the current sales tax rate in your city 15%? 8.75
- 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
- B 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

90%

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
 - b) Wait until the end of your shift to clean it
 - c) Flag the spill and clean it immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - c) Use an oven mitt or dry cloth towel
 - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- B 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution