

07/2021

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: HADDAD, DEYYA

Taborca ID: 38116

Date of Hire: 12/21/16

Date of Re-Act: 1/28/2020

## New employee set up

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> E-verify                                     | <input checked="" type="checkbox"/> Added to Orientation Time Sheet          |
| <input checked="" type="checkbox"/> Hire Right EE                                | <input checked="" type="checkbox"/> Attended New Hire Orientation            |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check (Asurint)               |
| <input checked="" type="checkbox"/> Direct Deposit (Scan to Payroll) and/or      | <input checked="" type="checkbox"/> New Hire List (All fields)               |
| Global Cash Card – complete the form &   | <input checked="" type="checkbox"/> Check Taborca Profile (All fields)       |
| have EE sign   | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed                 | <input type="checkbox"/> 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: Deyya Haddad Interviewer: Enka  
 Date: 12/21/16 speciality cook: COOK → Prep, Catering, Grill, Line  
 Rate of Pay: \$15.50  
 Referred by: Walk In → Maen Marji

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/15	60 %	Barista	/15	%
Grill Cook	/40	65 %	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

## Seeking:

☒ Full-Time

☐ Part-Time

## Relevant Experience & Summary of Strengths

### Cuisines

• Mediterranean

### Stations

- pantry (cold)
- catering - prep
- saute
- pizza
- hot station

### Total of \_\_\_\_\_ in Food Service/Hospitality

#### Mission College

- Volunteer cook
- catering • prep,
- 1yr
- follow recipes

#### Lucky's (7yrs)

- deli, bakery

#### Stanford University (since '11)

- dining hall • full-time job
- pantry • catering
- grill • follow recipes
- follow recipes • chins, med, all types of cuisines
- salad, dressings
- Il Formacio →
- pantry (cheese, dessert)
- grill (veggies)
- pastries
- prep

P.O.S. Experience: Y / N 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: ☒ start: January 5th ☒ No Sundays

## 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?

Convention Candidate?

Other Languages Spoken:



Multiple Choice (1 point each)

12/20 = 60%

- 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - ☒ d. 128
- 2) Mesclun are what type of vegetable?
- a. Roots
  - b. Beans
  - ☒ c. Salad Greens
  - ☒ d. Spices
- 3) What does the term braise mean?
- a. Sear quickly on both sides
  - ☒ b. Slowly cook in covered pan with little liquid
  - ☒ c. Cook on high heat and quickly
  - d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
  - ☒ b. 165 degrees F
  - c. 175 degrees F
  - d. 185 degrees F
- 5) How do you blanch vegetables?
- ☒ a. Immerse for a short time in boiling water
  - b. Cook lightly in butter over med heat
  - c. Soak in cold water overnight
  - d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
  - ☒ b. Salt
  - ☒ c. Brown Sugar
  - d. White Sugar
- 7) What is Al Dente?
- ☒ a. Firm but not hard
  - b. Soft to the touch
  - c. Very hard
  - d. Very soft
- 8) Food should be left out no more than
- a. 2 hours
  - b. 3 hours
  - ☒ c. 4 hours
  - d. 5 hours

## Prep Cooks Test

- 9) Which is the improper way to thaw frozen food?
- ☒ a. In the fridge
  - ☐ b. In a sink with cold water
  - ☐ c. On the counter
  - ☐ d. In the microwave
- 10) Which of the following can you use to put out a grease fire?
- ☒ a. Baking Soda
  - ☐ b. Baking Powder
  - ☐ c. Flour
  - ☐ d. Water
- 11) What is the temperature range of the danger zone?
- ☐ a. 25-135
  - ☒ b. 40-140
  - ☐ c. 50-160
  - ☐ d. 30-130
- 12) Which of the following is listed from smallest to largest?
- ☐ a. Dice, chop, mince
  - ☒ b. Mince, chop, dice
  - ☐ c. Chop, dice, Mince
  - ☐ d. Mince, dice, chop
- 13) Which direction should pan handles be turned while cooking on the stove?
- ☐ a. Over the fire at all times
  - ☐ b. Turned towards you for better control
  - ☒ c. Turned towards the right or left at all times
  - ☐ d. Over the countertop at all times
- 14) When you poach something, you cook it with what?
- ☐ a. Noodles
  - ☐ b. Vegetables
  - ☒ c. Liquid
  - ☐ d. Oil
- 15) Which spoon is used to remove fat from soups and stews
- ☐ a. Basting Spoon
  - ☒ b. Ladle
  - ☐ c. Slotted Spoon
  - ☐ d. Portion Spoon
- 16) Which of the following means to cook in a small amount of fat?
- ☐ a. Season
  - ☒ b. Sauté
  - ☐ c. Broil
  - ☐ d. Boil
  - ☐ e. Fry

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## Prep Cooks Test

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17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Black pepper are the basic seasoning ingredients for all savory recipes.

20) prounse chop : to cut into very small pieces when uniformity of size and shape is not important.





Grill Cooks Test

Score / 40

Multiple Choice Test (1 point each)

26/40 = 65%

1) How much time should you take to wash your hands with soap?

- a) 1 minute
- ☒ b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- ☒ c) 40°F
- d) 20°F

3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- ☒ d) All of the above

4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- ☒ b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- ☒ c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- ☒ c) 41°F and 135°F
- d) 39°F and 178°F

7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- ☒ d) Wash, rinse, and sanitize the board prior to slicing the onions

8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- ☒ d) On a clean counter, at room temperature

9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- ☒ a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

## Grill Cooks Test

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- ☒ e) All of the above

11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- ☒ c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- ☒ d) 128

**b** 13) How many cups are in a quart?

- ☒ a) 2
- ☒ b) 4
- c) 6
- d) 8

14) A Chiffonade is:

- ☒ a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

**b** 15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- ☒ b) 135° F
- c) 160° F
- ☒ d) 180° F

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- ☒ c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

**c** 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- ☒ c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

**c** 18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- ☒ c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

## Grill Cooks Test

19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- ☒ b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- ☒ c) 165°F
- d) 175°F

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- ☒ b) 155°F
- c) 165°F
- d) 175°F

22) What temperature should fish be cooked to?

- ☒ a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

French / Mother sauce / foundation, flavour the food.  
and is stock. Make from bones and vegetables and Bouquet garnie

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

-1 We put the Butter on a medium heat and we Remove the white fat, we use it for mother sauces

25) What are the 5 mother sauces? (5 points)

- 1. myonaze Espagnole
- 2. Hollandize. Hollandaise (sp)
- 3. Bashamell. Bechamel (sp)
- 4. Fumet → fish stock Tomato
- 5. Mirepoix. Veloute

↳ examp → Hollandize sauce  
we use for pastry (Deseret).  
higher smoke point

26) What does it mean to season a grill and why is this process important? (3 points)

we put seasoning. Leeks Charcoal has seasoning herbs to give flavour the for the touch. when we Grill it.

27) What are the ingredients in Hollandaise sauce? (5 points)

Clarified Butter.

(Yellow) eggs. eggs yolk.

- a little of water.

- ~~garlic~~, cayenne pepper.

- lemon juice.

Salt and pepper for taste.

rub grill w/ fat. it prevents food from sticking

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# Deyya Haddad

357 Richfield Dr., San Jose, CA 95129

**Phone: (408) 823-4355**

deyyahaddad@yahoo.com

## **SUMMARY**

Customer focused hospitality professional with long experience in the Food Industry. Specialized in Mediterranean Cuisine, Pantry, Catering. Excellent professional appearance, compliance with the highest health and safety standards.

## **QUALIFICATIONS SKILLS**

Salads and cold food preparation, cold and hot sandwiches, Mediterranean cuisine cook, baking breads and pastries, training new personnel

## **WORK EXPERIENCE**

Volunteer Cook and Caterer at Mission College, 2016- present

Working in Pantry, Stanford University dining hall, 2011-present

Deli and Bakery Clerk, Lucky Supermarket, 2007- 2014

Cook and Caterer in family owned restaurant, Amman, Jordan 1998- 2004

## **EDUCATION**

Food Services and Hospitality Management, Mission College, 2015-present

Cooking training in family owned restaurant in Amman, Jordan, 1992-1998

Dental Assistant, Jordan 1989-1992

High School Diploma, Jordan, 1987



## 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 Deyya Haddad Date: 12/20/16  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (408) 823-4355  
 Present Address 357 Richfield Dr. Apt #35 San Jose ca 95129  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Deyyahaddad@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: pantry cook, pantry, Sautee, Prep cook, Pizza, Catering, Pastry, I can do Cook Salary desired: 13:00 up . \$  
 Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_  
NO Cashier, Customer Service

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 Maen Marji (my son) 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? now

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		7 am	7 am	7 am	7 am	7 am	7 am
PM		7 pm	3 pm	9:30 pm	8 pm	8 pm	6 pm

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

yes I have already plan 4 months ago just I need vacation on Dec 30<sup>th</sup> - January 4<sup>th</sup>

### 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  
My son work before, his name Maen Marji  
 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 \_\_\_\_\_

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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.) \_\_\_\_\_

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Mission College	Santa Clara	Grade A, completed	Finish 1 year school (yes) still studying
Hashmat King of Jordan	Jordan	completed	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: <u>start save / They will send it to me from California - I am a nurse certificate</u>			

## 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 Stanford university

Type of Business Food service, work Telephone No. (650) 721-6138 Supervisor's Name Tha'in

Your Position and Duties Food service

Dates of Employment: From 2/2011 To \_\_\_\_\_ Weekly Pay: Starting 13: \$ Ending 16:62\$

Reason for Leaving: Still working, we are on break now.

Name and Address of Employer dining Hall, 489 Arguello way Stanford Ca 94304

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From 10/16 To 12/19/16 Weekly Pay: Starting 14.50 Ending 14.50

Reason for Leaving: looking for better job with better pay

Name and Address of Employer IL, fornio Resturent, santa clara



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Type of Business Restaurant Telephone No. (408) 753-9543 Supervisor's Name Mathew  
Your Position and Duties Pantry Cook

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer Save mart

Type of Business Food store Telephone No. (650) 625-9569 Supervisor's Name Andre Marry  
Your Position and Duties Deli and Bakery Clerk

Dates of Employment: From 7/16/2007 To \_\_\_\_\_ Weekly Pay: Starting 9.75 Ending 15.75

Reason for Leaving: I left after I got permanent on Stanford

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 X  
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: Elru Telephone No. (\_\_\_\_) \_\_\_\_\_

Address Stanford University

Occupation: Manger Relationship: My Manger Number of Years Acquainted: \_\_\_\_\_

Name: chef scott Telephone No. (408) 855-5251

Address Mission college Santa clara

Occupation: teacher Relationship: my teacher Number of Years Acquainted: \_\_\_\_\_

Name: Marry Telephone No. (650) 625-9569

Address 2050 Jctos (Lucky store)

Occupation: Deli Manger Relationship: Manger Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

DH 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.

DH 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.

DH 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.

DH 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.

DH 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**

Deyya

**Date**

12 / 20 / 16

**NOTICE TO EMPLOYEE****Labor Code section 2810.5****EMPLOYEE**Employee Name: Deyya HaddadStart Date: 12/22/2016**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 INFORMATION**Rate(s) of Pay: \$15.50 Overtime Rate(s) of Pay: \$23.25Rate 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

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ 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)*

Erika Komatsu

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

(Date)

Deyya Haddad

(PRINT NAME of Employee)

Deyya

(SIGNATURE of Employee)

(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.