

ACROBAT OUTSOURCING

TSC GROUP

Guillermo Manzanares

Taborca ID: 42877

Date of Hire: 10/14/2019

Date of Re-Act: / /

- E-Verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Background Check

- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card
 - Presented
 - Emailed

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
- 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
- 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 it's been over a year since last shift
- Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

General

Name: <u>Guillermo Martanares</u>		Interviewer: <u>Ngoc</u>	
Date: <u>10/14/2019</u>	Rate of Pay: <u>\$19/hr</u>		
Position(s) Applied for: <u>Cashier / Concessions</u>		Referred by: <u>CL</u>	

Test Scores						Seeking Full-Time Part-Time On Call
Server	24/35	69 %	Bartender	/30	%	
Prep Cook	7/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	8/10	80 %	Housekeeping	/16	%	

Relevant Experience & Summary of Qualifications			
Total of <u>2 yrs</u> Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
- Doordash, went to Wing Stop, had 4 orders at once and let customers know	- don't hold grudges, let it go	- treat them like how I want to be treated	

P.O.S. Experience: Y / N details:	Transportation:	Regions Available to work:
N/A	Car	South Bay
Certifications (if any):	Availability:	
N/A	Open for all shifts	
Uniforms Owned:	Recommendations:	Other Languages Spoken:
<input checked="" type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other:	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie	<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy
		N/A

Employment Application San Jose



ACROBAT OUTSOURCING
TSC GROUP

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.

Your Contact Information

First Name	Guillermo
Last Name	Manzanares
E-mail Address	manzanaresguillermo90@gmail.com
Phone	4085614178
Address	3304 Pitcairn Way
Unit or Number	0
City, State	San Jose
Zip Code	95111
What region(s) are you applying to work within?	<input type="checkbox"/> San Francisco <input type="checkbox"/> San Jose <input type="checkbox"/> San Diego
Which position(s) are you applying for?	<input type="checkbox"/> Server <input type="checkbox"/> Bartender <input type="checkbox"/> Busser <input type="checkbox"/> Barback <input type="checkbox"/> Housekeeper <input type="checkbox"/> CA

Are you applying for:

Full-Time Part-Time

When can you start? Saturday, October 12, 2019

Can you work overtime? Yes

How did you hear about us? Craigslist

What days/times can you work?
Select all that apply:

Monday AM	Monday PM	Tuesday AM
Tuesday PM	Wednesday AM	Wednesday PM
Thursday AM	Thursday PM	Friday AM
Friday PM	Saturday AM	Saturday PM
Sunday AM	Sunday PM	

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

No

Have you ever applied to or worked for Acrobat before? No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

No

If hired, would you have reliable means of transportation to and from work? Yes

If hired, can you present evidence of your legal right to live and work in this country? Yes

State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work. United States

Are you able to perform the essential functions of the job for which you are applying? Yes

Education & Skills

Please Indicate Highest Level Achieved

Name of School

Gunderson

City & State

San Jose CA

Grade/Degree

Diploma

Graduated?

Yes

Do you have any special licenses? (If so, label under "Special")

No

Are you computer literate? (If so, label which programs under "Special")

Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special")

Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Yes

Employment History

Are you currently employed?

Yes

Can we contact your current employer?

No

Most Recent Employers

Name and Address of Employer

3304 Pitcairn Way

Type of Business Door dash

Phone Number 14085614178

Your Position & Duties

Deliver food

Date of Employment (from/to):

01//20/19

Reason for Leaving

Still here

Still Employed: Yes

Name and Address of Employer

3304 Pitcairn Way

Phone Number 4085614178

Military Service

Job Related References

References

First Name	Guillermo
Last Name	Manzanares
E-mail Address	guillermomanzanares90@gmail.com
Phone	14085614178
Relationship:	Me
Years Acquainted:	29

First Name	Guillermo
Last Name	Manzanares
E-mail Address	guillermomanzanares90@gmail.com
Phone	4085614178

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement) 6

**complete an I-9 form in this regard
within three days of my hire date.**

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.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

By signing the document below and clicking the "Submit" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

Applicant Digital Signature (Type Name):

Guillermo Manzanares

Date:

Friday, October 11, 2019

Please attach your resume here, if you do not attach it, please bring a hard copy of your resume to the in-person interview.

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Guillermo Manzanares
Email: manzanares.guillermo.96@gmail.com
Phone number: (408) 561 - 4178

Working Experience:

Company Name: Door Dash
Dates of Employment: 01/19 - current
Job Responsibility: Deliver Food

- -
- -
- -
- -

Company Name: People Ready
Dates of Employment: 06/18 - current
Job Responsibility: Various Labor tasks

- -
- -
- -
- -

Company Name: Blue Crew
Dates of Employment: 02/17 - 10/18 - current
Job Responsibility: Various

- - Events
- - Construction
- - Food Service.

Skills

- - Punctual
- - team player
- - Communication

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, chafing 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

C 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
C) 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

Servers Test

Multiple Choice

A

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

D

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

A

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) What part of a glass should you handle at all times?
 a) The stem
 b) The widest part of the glass
 c) The top

D

5) When you are setting a dining room how should you set up your tablecloths?
 a) Neatly and evenly across the tables
 b) The creases should all be going in the same directions
 c) The chairs should be centered and gently touching the table cloth
 d) All of the above

D

6) If you bring the wrong entrée to a guest what should you do?
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
 c) Try to convince the guests to eat what you brought them
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

69%

Match the Correct Vocabulary

D A Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E B Queen Mary

B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

A G Chaffing Dish

C. Used to hold a large tray on the dining floor

B D French Passing

D. Area for dirty dishware and glasses

G E Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F E Corkscrew

F. Used to open bottles of wine

C C Tray Jack

G. Style of dining in which the courses come out one at a time

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Guillermo Manzanares
Start Date: 10/14/2019

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: Acrobat Outsourcing - The Service Companies
Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95121
Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126
Telephone Number: (408) 944-0772

WAGE INFORMATION

Rate(s) of Pay: \$19/hr Overtime Rate(s) of Pay: \$28.5/hr

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

Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207. You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than three points in a 90-day period can result in termination of employment.

Tardy – Anybody not signed/ clocked-in by their start time. 1 Point

Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

LM Call-Out – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

No Call No Show – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name:

Guillermo Manzanares

Date:

10/14/14

Signature:

Guillermo Manzanares