

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: Anne Sciara

Taborca ID: 42611

Date of Hire: 10/13/17

Date of Re-Act: / /

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 checked="" 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

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Anne Sciara
Start Date: 10.13.17

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: Conc. \$13.00 Overtime Rate(s) of Pay: 1.5x rate

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

WORKERS' COMPENSATION

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

Address: 1 State Street Plaza, 9th 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)

Francisco Lamanaga
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

10-13-17
(Date)

Anne Sciarra
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

10-13-17
(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.

Interview Note Sheet

Applicant Information	
Name: <u>Anne Sciara</u>	Interviewer: <u>F20</u>
Date: <u>10.13.17</u>	Rate of Pay: <u>conc \$13</u>
Position (s) Applied for: <u>conc/cash</u>	Referred by: <u>Al ad</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	13/15	87%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p>LOTS of customer service exp. Good for conc/cash OK for serve after Academy</p>
P.O.S. Experience: Y / N details: _____

Transportation						
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver)						
Regions Available to work:						
<input checked="" type="radio"/> SF City <input type="radio"/> SF North <input type="radio"/> SF Peninsula <input type="radio"/> East Bay <input type="radio"/> Outer East Bay <input checked="" type="radio"/> San Jose <input type="radio"/> South San Jose <input type="radio"/> SJ Peninsula <input checked="" type="radio"/> BA/MV						
Certifications (if any)						
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____ <input type="checkbox"/> Will Submit						
Availability						
<input type="checkbox"/> Open <input type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only						
Details: <u>working Great America Weekends thru Oct 17 / open weekdays after 3pm</u>						
Uniforms Owned:						
<input type="checkbox"/> Bistro <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"/> 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"/> Other: _____						
<table border="1"> <tr> <td>Would you recommend this applicant for Acrobat Academy?</td> <td>Convention Candidate?</td> <td>Other Languages Spoken:</td> </tr> <tr> <td><u>YES</u></td> <td></td> <td></td> </tr> </table>	Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:	<u>YES</u>		
Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:				
<u>YES</u>						

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.

PLEASE PRINT

Full Name Anne Marie Sciarra Date: 10-13-17
 Home Telephone (408) N/A Other Telephone (408) 417-6626
 Present Address 2382 Sutter Avenue #5 Santa Clara, CA 95050
 Permanent Address, if different from present address: _____
 Email Address kittywants2play3131@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Service help, ad didn't specify any positions Salary desired: Minimum - 15⁰⁰ per hour

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 X 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 ☐ craigslist

Could you work overtime, if necessary? Yes X No ___ If hired, on what date could you start working? 10-16-17

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	available	3pm	3pm	3pm	3pm	can change in november	available
PM	in november	12pm	12pm	9pm	12pm	2pm	in november

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: no

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ___ No X If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes ___ No X If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No ___

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No ___

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.) _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Bullard High School	Fresno, CA	12	Yes
San Jose City College	San Jose, CA	AA&AS degree	yes still going to school
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: Word, excel I've helped set up for parties and special occasions for private parties for personal ads listed on craigslist never worked for staffing company			

EMPLOYMENT HISTORY

employment gap is due to going to school Fall 2012 to present
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 Great America 4501 Agnew Rd Santa Clara

Type of Business Amusement Park Telephone No. (408) 988-1196 Supervisor's Name Jazmin

Your Position and Duties Records dept, assist in park as needed

Filing, data entry, other duties as assigned

Dates of Employment: From 9-7 To present Weekly Pay: Starting 13.10^{per hr} Ending current job just started

Reason for Leaving: None, New Seasonal job just started

Name and Address of Employer Aaron Brothers Art Mart Bascom Ave, Campbell

Type of Business Art supply & framing Telephone No. (408) 879-3800 Supervisor's Name Vanessa

Your Position and Duties Customer service, register, night stocking once per week on wednesday

seasonal job

Dates of Employment: From 10-4 To Present Weekly Pay: Starting 10^{per hour} Ending after christmas

Reason for Leaving: none seasonal job temporary employment for oct - dec

Name and Address of Employer Rosendin Electric Mabury Rd San Jose 95133

Type of Business Electrical Contractor Telephone No. (408) 286-2800 Supervisor's Name Brad

Your Position and Duties Data entry, filing, sending out reports, letters, memos, orders, office cover front desk & mail room as needed, train receptionists

Dates of Employment: From 2/2005 To 9/2010 Weekly Pay: Starting 15^{per hour} Ending 21^{per hour}

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Reason for Leaving: Needs of position changed, they needed someone who did budgets & more executive admin type work

Name and Address of Employer PLM Lender Services 46 N 2nd St Campbell CA 95008

Type of Business Loan servicing agency Telephone No. (408) 370-4030 Supervisor's Name Liz

Your Position and Duties Foreclosure Technician - file maintenance, new orders, post payments & sales, sent letters & recording deeds of reconveyance & Sub & trustee, send reports to client

Dates of Employment: From 3/2003 To 5/2005 Weekly Pay: Starting 10⁰⁰ per hour Ending 13⁰⁰ per hour

Reason for Leaving: Business slowed down, my position was newly created. she had to save money to keep the business afloat so my position ended

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: Linda Petery Telephone No. (408) 315-0631

Address 23277 Bertram Road San Jose 95128

Occupation: Mailroom Relationship: Friend Number of Years Acquainted: 9

Name: Jerome Buckle Telephone No. (408) 849-9784

Address 1002 S. Virginia Street #D San Jose

Occupation: IT/Security/Facilities Relationship: Friend Number of Years Acquainted: 9

Name: Cindy McCoy Silva Telephone No. (408) 204-6405

Address Morgan Hill, CA

Occupation: Business owner Lead Massage therapist Relationship: Friend Number of Years Acquainted: 6

Agave Day spa



Please Read Carefully, Initial Each Paragraph and Sign Below

AS

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.

AS

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.

AS

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.

AS

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.

AS

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 Anne J. J. J. Date 10-13-17

Cashier Test

Score ~~7/10~~

13/15
87%

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

C

- 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25

B

- 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service

9.10%

- 6) What is the current sales tax rate in your city, SAN JOSE?

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

2.19

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

D

- 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

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

C

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- ☒ c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21 years of age

14) What are the acceptable forms of ID for alcohol purchases?

Drivers license, state issue ID, passport

15) How many \$20 bills are in a bank band?

50