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Your Hospitality Staffing Professionals

Name: Sarah Swift

Taborca ID: 42993

Date of Hire: 11/01/17

Date of *Re-Act*: ___/___/___

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check (Asurint)
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- 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

Sarah Swift

PO Box 2186
Cupertino, CA 95015-2186
(408) 505-3143
sarah_swift90@yahoo.com

I am a Baker/Cake Decorator going on 3 years now. I attended culinary school in 2014 at The International Culinary Center in Campbell, Ca and graduated with a Certification in Pastry Arts. I have a strong background in cake decorating but I also carry the knowledge and skills for pastry as well. I love to be creative and take pride in all the things I create. I consider myself to be a fast learner and always anticipate a challenge. My current career goal is to pursue a long term position that I feel will give me room to grow and further my experiences in the pastry industry for future endeavors.

Experience

September 2016 - PRESENT

Frost Cupcake Factory, Campbell, Ca - *Baker/Cake Decorator*

- Responsible for daily baking including cupcakes, cakes, and cookies.
- Preparing frostings for daily use such as buttercreams, swiss meringue buttercreams, and cream cheese frosting.
- Frosting and decorating cakes with buttercream and fondant skills.
- Managed time efficiently to complete scheduled tasks for each day.
- Maintain cleanliness in the BOH by sanitizing all counters and mixers, sweeping and mopping floor, taking out trash, and making sure all dishes were washed and sanitized and put away after each shift.

November 2014 - July 2016

Whole Foods Market, San Jose, Ca - *Cake Decorator*

- Decorated cakes, cupcakes, tarts, and small desserts for FOH case.
- Fulfilling customer orders in a timely fashion from start to finish.
- Was introduced to natural ingredients and vegan cakes and frostings.
- When needed I managed the counter, took orders and assembled customer requests.
- Trained incoming employees on duties and expectations of the workplace.
- Maintained a clean kitchen by sanitizing all counters and mixers, sweeping and mopping floor, cleaning out drains periodically, and taking out trash.

September 2013 - November 2013

Spirit Halloween Store. San Jose, Ca - *Assistant Manager*

- Responsible for opening/closing store, handled customer service issues, and oversaw cash control.
- Responsible for overall supervision of 10+ associates.
- Assisted in setting up store with sorting of costumes and accessories, setting up displays, and cleaning floors.
- Overlooked and corrected products to where they were tagged and well displayed accordingly.

July 2008 - August 2013

Diddams Party Store, Cupertino, Ca - *Key Holder*

- Responsible for opening/closing store, handled customer service issues, and oversaw cash control.
- Responsible for overall supervision and training of 10+ associates.
- Educated customers on products and weekly sales.
- Stocked merchandise and tracked inventory.
- Designed in store displays to effectively showcase various merchandise.

Education

August 2005 - July 2009

Cupertino High School, Cupertino, Ca - *High School Diploma*

July 2014 - April 2015

The International Culinary Center, Campbell, Ca - *Classic Pastry Arts Diploma*

Key Skills

- The ability to read and follow recipes
- Able to remain standing and moving for the entirety of a shift
- Experience in using kitchen equipment such as industrial mixers and ovens
- Ability to lift, stack and move large objects around
- Works well as a team player or individually
- Detailed oriented and and organized
- Familiar with vegan ingredients and recipes
- Knowledge of different doughs such as pastries, danishes, croissants, and other viennoiserie items

To Whom It May Concern:

I have been working in the baking and cake decorating business for about 3 years and am looking to broaden my experiences. Specifically, I am specifically looking to further expand my knowledge of pastry. Your job posting is of particular interest to me because I feel I am fit for the criteria and can bring a positive and creative aspect to your company. Therefore, I believe I am a competitive applicant for the Assistant Pastry Chef position.

I pursued a certificate in the pastry arts at the International Culinary Center. I studied several areas of pastry, for example bread, cakes, sugar, chocolate, pate a choux, etc. While I enjoyed all areas, I found my strengths in pastry, cakes, and bread. Culinary school prepared me for working in a fast-paced, collaborative environment through exercises as a group and in teams. I learned the importance of communication and delegation when working in a kitchen. I believe culinary school has prepared me to work in professional pastry kitchen.

During culinary school, I began working at Whole Foods as a cake decorator. Whole Foods appealed to me because of their choices in high quality, natural, and organic ingredients. There I learned numerous techniques in cake decorating from mentors. I learned to hone my skills in cake decorating and manage my time efficiently in a busy environment.

Looking to expand on my experiences with cake decorating, I began working at Frost cupcake Factory. For the past year, as a baker and decorator, I've made and decorated cupcakes and cakes from scratch. I have learned more about fondant and the techniques used to decorate with fondant.

During this time, I have also been honored to make cakes, cupcakes, cake pops, and more for friends, family, and customers for special occasions. I recently challenged myself and made my first four tiered cake, 50 cake pops, and much more for a friend's fiftieth birthday celebration for 100+ guests.

Through all these experiences, I have learned that I love to bake. From working for a large corporation to small business, I have learned to manage my time efficiently, work in a team, and make the customer happy. I am looking for a long-term position where I can expand on my experiences and gain new skills. Therefore, I believe I would make an excellent addition to your company.

I look forward to hearing from you,
Sarah Swift

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: _____

Start Date: _____

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: _____ Overtime Rate(s) of Pay: _____

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)

_____	x Sarah Swift
(PRINT NAME of Employer representative)	(PRINT NAME of Employee)
_____	_____
(SIGNATURE of Employer Representative)	(SIGNATURE of Employee)
_____	10/30/17
(Date)	(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.

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Your Hospitality Staffing Professionals

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 Sarah Swift Date: 10/30/17

Home Telephone (___) _____ Other Telephone (408) 505-3143

Present Address PO Box 2186 Cupertino, CA 95014

Permanent Address, if different from present address: _____

Email Address Sarah_Swift90@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Pastry Chef **Salary desired:** $15.00 +

Are you currently registered with any staffing and/or employment agencies? If so, please list

_____

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? ASAP

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	Any	Any	Any	Any	Any	Any	Any
PM	Any	Any	Any	Any	Any	Any	Any

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___

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Your Hospitality Staffing Professionals

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?
Cupertino High School	Cupertino, CA	12th	yes
ICC (culinary school)	Campbell, CA	Pastry Arts	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:			

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 Frost Cupcake Factory

Type of Business Bakery Telephone No. (408) 866-9866 Supervisor's Name Ivette

Your Position and Duties Baker/cake decorator: Prepare and bake batter and doughs for cupcakes, cakes, and cookies. Decorate cakes and cupcakes upon order.

Dates of Employment: From Sep. 2016 To present Weekly Pay: Starting ~~$15.00~~ $12.00 Ending $15.00

Reason for Leaving: Still current employer

Name and Address of Employer Whole Foods Market

Type of Business Grocery store Telephone No. (408) 207-1126 Supervisor's Name 1224

Your Position and Duties Cake decorator: Responsible for making and decorating cakes, cupcakes, tarts, and other small desserts for cake case and orders.

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

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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 Sarah Swift Date: 10/30/17

Home Telephone ( ) _____ Other Telephone (408) 505-3143

Present Address PO Box 2186 Cupertino, CA 95014

Permanent Address, if different from present address: _____

Email Address Sarah_Swift90@yahoo.com

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Other Web Posting ☐ Other Source ☐

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PM	Any	Any	Any	Any	Any	Any	Any

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_____

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.) _____

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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:			

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.

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Type of Business Grocery store Telephone No. (408) 207-1126 Supervisor's Name 1224

Your Position and Duties Cake decorator: Responsible for making and decorating cakes, cupcakes, tarts, and other small desserts for cake case and orders.

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

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Your Position and Duties _____

_____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

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: Rhonda Rodebush Telephone No. (408) 483-2423

Address _____

Occupation: Cake decorator Relationship: past coworker Number of Years Acquainted: 2

Name: Ivette Telephone No. (408) 307-0735

Address _____

Occupation: Baker Relationship: current manager Number of Years Acquainted: 1+

Name: Ruben Macias Telephone No. (408) 833-0046

Address _____

Occupation: Assistant Manager Relationship: past coworker Number of Years Acquainted: 9

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Please Read Carefully, Initial Each Paragraph and Sign Below

_____ 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.

_____ 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.

_____ 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.

_____ 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.

_____ 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 _____ **Date** _____

Interview Note Sheet

Applicant Information	
Name:	Interviewer:
Date:	Rate of Pay:
Position (s) Applied for:	Referred by:

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Adobe
Apple
Aruba
Shurgs
} Does alot of orders for these Companies

looking for more than $15.00

Baker, Cake decorator
Makes all dos Cake Borders
frost works alot w/ Buttercream & fondants

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 2019 LEAD Other _____ Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details: would like to provide two week notice

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:

Revised 06/04/2013