

Applicant Information	
Name: <u>Thomas Bush</u>	Interviewer: <u>JB</u>
Date: <u>1/16/18</u>	Rate of Pay: <u>14.50</u>
Position (s) Applied for: <u>Dish</u>	Referred by: <u>Google</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%		/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p>- 3 sink process & machine wash</p> <p>- Coming back w/ uniform</p>
P.O.S. Experience: Y / N details: _____

Transportation
<div> <div>Car</div> <div><input checked="" type="radio"/> Public Transit</div> <div>Carpool (Rider / Driver)</div> </div>
Regions Available to work:
<div> <div><input checked="" type="radio"/> SF City</div> <div>SF North</div> <div>SF Peninsula</div> <div>East Bay</div> <div>Outer East Bay</div> <div>San Jose</div> <div>South San Jose</div> <div>SJ Peninsula</div> </div>
Certifications (if any)
<div> <div>TIPS</div> <div>Serv-Safe</div> <div>LEAD</div> <div>Other _____</div> <div>Will Submit</div> </div>
Availability
<div> <div><input checked="" type="radio"/> Open</div> <div>AM only</div> <div>PM only</div> <div>Weekdays only</div> <div>Weekends only</div> </div>

Details:							
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:	

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 Thomas Bush Date: 1-16-2018
Home Telephone (213) 999 5254 Other Telephone ()
Present Address 391 Ellis Street, San Francisco, CA, 94102
Permanent Address, if different from present address: _____
Email Address thomasisadcbush@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher / Food Server / Service Attendant Salary desired: \$15 an hour

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

LGC in Portland Oregon

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? _____

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 NO. 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 ☐

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 any and all Fair Chance Ordinances, 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?
Humboldt High School	Humboldt, TN	High School Diploma	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> 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."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Special: Food Handlers Certificate, Microsoft Excel, I 33, 35 w/in typing, *Cash register, *worked as Team Member and Service Attendant			

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 Amtrak
 Type of Business Railroad Passenger Corporation Telephone No. (800) USA RAILS Supervisor's Name Various
 Your Position and Duties Train Attendant / Service Attendant

Dates of Employment: From May 2017 To November 2017
 Reason for Leaving: resigned

Name and Address of Employer Live Basil Pizza
 Type of Business Pizzeria Telephone No. (213) 746-5483 Supervisor's Name Various
 Your Position and Duties Team Member

Dates of Employment: From November 2016 To May 2017
 Reason for Leaving: gained employment with Amtrak
 Name and Address of Employer Metropolitan Transit Authority
 Type of Business Transportation Telephone No. (213) 922-4842 Supervisor's Name Mark Simpson
 Your Position and Duties Special Events Assistant

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From

August 2016 To January 2017

Reason for Leaving:

It was an Internship

Name and Address of Employer

McDonald's

Type of Business

Fast Food

Telephone No. ()

NA

Supervisor's Name

various

Your Position and Duties

Team member

Dates of Employment: From

June 2012 To May 2013

Reason for Leaving:

resigned / not enough hours

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:

Paul Dickinson

Telephone No. (213)

747-1509

Address

Los Angeles, CA

Occupation:

Lied Field Executive

Relationship:

Instructor/Supervisor

Number of Years Acquainted:

1

Name:

Mark Simpson

Telephone No. (213)

922-4842

Address

Los Angeles, CA

Occupation:

Revenue Collection Manager

Relationship:

Supervisor

Number of Years Acquainted:

1

Name:

LGC Staffing

Telephone No. (503)

444-3876

Address

Portland, Oregon

Occupation:

various

Relationship:

assignment gives

Number of Years Acquainted:

10

Please Read Carefully, Initial Each Paragraph and Sign Below

TB

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.

TB

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.

TB

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.

TB

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.

TB

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

Thomas Zure

Date

7-16-2018

Dishwasher Test

Score / 10

C 1) 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

A 2) 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

C 3) 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 4) 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

A 5) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- ☒ a) True
- b) False

E 6) 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

B 7) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- ☒ b) False

D 8) 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

C 9) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- ☒ c) Rubber glove
- d) Nothing

C 10) 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

Prep Cooks Test

Score / 20

Fill-in the Blank (1 point each)

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

2) Chop : to cut into very small pieces when uniformity of size and shape is not important.

3) D 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

4) A 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

5) B Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

6) B Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

7) C When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

8) C 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

Prep Cooks Test

Score / 20

 D C 9) 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

 B 10) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

 A C 11) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

 C 12) 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

 C A 13) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

 A 14) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

 C 15) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

Prep Cooks Test

Score / 20

B

16) 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

D

17) 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

B

18) 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

C

19) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

D

20) A gallon is equal to _____ ounces

- a. 56
- b. 145
- c. 32
- d. 128

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Thomas Bush
Start Date: 1/16/18

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: 14.50 / Dish Overtime Rate(s) of Pay: 1.5 +

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:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 - requesting or using accrued sick days;
 - attempting to exercise the right to use accrued paid sick days;
 - filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 - 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)

Janice Gosselin
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

1/16/18
(Date)

Thom ds Bush
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

1-6-2018
(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.

GLOBAL CASH CARD FORM

New

Replacement

Cancel

☒☐☐

Today's Date

01-17-2018

Last Name

Bush

First Name

Thomas

MI

I

Address

391 Ellis Street

Apartment #

City

San Francisco

State

CA

Zip Code

94102

Social Security Number

409-71-4900

Date of Birth

12-22-1991

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

ACCOUNT NUMBER (16-digits)

1434-0002-4683-862

Branch Office:

Completed By:

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.

Thomas Bush

Print Name

Thomas Bush 1-17-2018

Employee Signature

Date

DIRECT DEPOSIT FORM

New

☒

Cancel

☐

Today's Date

01-17-2018

Last Name

Bush

First Name

Thomas

MI

☐

Address

391 Ellis Street

Apartment #

City

San Francisco

State

CA

Zip Code

94102

Social Security Number

409-71-4900

Date of Birth

12-22-1991

Bank Name

Chase

Checking

☒

Savings

☐

Other

☐

Routing Number

Account Number

Please attach a VOIDED check

This form (and check) may be faxed to the SF Corporate Office at 415-431-1580

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.

Thomas Bush

Print Name

Thomas Bush 1-17-2018

Employee Signature

Date