

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 Eugenia Altamirano Date: June 13, 2018
 Home Telephone (520) 990-8078 Other Telephone () _____
 Present Address 206 Edinburgh St.
 Permanent Address, if different from present address: _____
 Email Address Sudatta 89@gmail.com

EMPLOYMENT DESIRED

Position applying for: Chef Sous Line Cook Salary desired: 60,000.00

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

Pool Cravings Inc.

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? June - 20

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		/	/	/	/	/	/
PM		/	/	/	/	/	/

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 ☐

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?
Pima Community College	Arizona		N/A
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input checked="" type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input checked="" type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input checked="" 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	NO
Special: Microsoft, Omakase, restaurant group.			

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 601 Vanessa, Cool Graving S.
 Type of Business Deli Telephone No. (415) 872-5951 Supervisor's Name Maria AlBarra
 Your Position and Duties Barista, Cashier, Prep

Dates of Employment: From Jan 2018 to now

Reason for Leaving: _____

Name and Address of Employer Roy's, 875 Mission St
 Type of Business restaurant Telephone No. (415) 777-0277 Supervisor's Name Roger EK
 Your Position and Duties pastry chef

Dates of Employment: From Aug 2015 to Jan 2018

Reason for Leaving: Started school & needed nights off

Name and Address of Employer Dumpling home 11 Divisadero
 Type of Business restaurant Telephone No. (415) 525-4797 Supervisor's Name Edgar Agbawani
 Your Position and Duties Sous Chef

Dates of Employment: From Nov 2016 To Aug 2017

Reason for Leaving: _____

Name and Address of Employer Chicago Suro (Closed)

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

Your Position and Duties _____

Line Cook

Dates of Employment: From May 2015 To August 2015

Reason for Leaving: restaurant closed

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: Roger EX Telephone No. (415) 522-3766

Address _____

Occupation: Sous Chef Relationship: Professional Number of Years Acquainted: 3

Name: Jordan Frankling Telephone No. (415) 1680-8597

Address _____

Occupation: ~~Bar~~ ~~work~~ Military Relationship: Friend Number of Years Acquainted: 3

Name: Bart Yunkers Telephone No. (415) 637-0543

Address _____

Occupation: ex Chef Relationship: Boss-ex Number of Years Acquainted: 2

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.

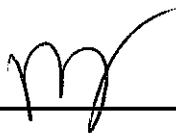
_____ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal 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 _____

June, 13, 2018

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Eugenia Altamirano

Start Date: 6.14.18

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: \$18 stage Asana Overtime Rate(s) of Pay: 1.5X

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)

Bridgette Gantolyn
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

6.14.18
(Date)

Eugenia Adamirano
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

June 14 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.

Applicant Information	
Name: <u>Eugenia</u>	Interviewer: <u>B/G</u>
Date: <u>6-13-18</u>	Rate of Pay: <u>\$18</u>
Position (s) Applied for: <u>Cook</u>	Referred by: <u>U</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths

Server:	Cook: Prep, Line, or Grill
<u>Indie bar, coffee shop, salad \$19.00.</u>	
<u>Asana.</u>	
Bartender:	Dish: 3 Sink Process or Machine
Busser:	
Cashier:	House Keeper:
Concessionaire:	
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 Food Handler LEAD Other Serv. Safe Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details:

Uniforms Owned:

WHT Bistro BLK Bistro Black Vest Black Tie
 Chef Coat Chef Pants Polo Shirt Black Pants Non-Slip Shoes Knives

Would you recommend this applicant for Acrobat Academy? Convention Candidate? Other Languages Spoken:

**Case Verification Number: 2018165162556ML**

Report prepared: 06/14/2018

Company Information

Company ID: 139349**Company Name:** Acrobat Outsourcing**Client Company ID:** 139349**Client Company Name:** Acrobat Outsourcing**Employee Information**

Name: Eugenia J. Altamirano**Date of Birth:** 04/27/1989**U.S. Social Security Number:** ***-**-9299**Employee's First Day of Employment:** 06/14/2018**Citizenship Status:** Alien Authorized to Work**Alien/USCIS Number:** A204238351**Document Information**

List A Document: Employment Authorization Document (Form I-766)**Document Number:** IOE0904306007**Expiration Date:** 04/12/2020**Case Information**

Current Case Result: Closed**Case Submitted By:** Bulgan Gantulga**Case Status:** Employment Authorized**Reason for Closure:** Employment Authorized Auto Close

Eugenia Altamirano

1678 40th Avenue, San Francisco, CA 94122

CELL (520) 990-8078 • **E-MAIL** judyalta89@gmail.com•

SUMMARY

- Dedicated and energetic Line Cook with a stellar customer service record and an exceptionally good attitude. Adept at multitasking in a high-volume, fast-paced work environment. Able to maintain cordial and professional working relationships with other staff, supervisors and customers.

CORE COMPETENCIES

- Strong hands-on experience in line service food preparation and cooking
- Excellent grasp of safe food handling procedures
- High expertise in making soups, salads, and entrees
- Exceptional oral and written communication abilities
- Good ability to season, garnish and arrange food creatively and attractively
- Outstanding customer service skills

EXPERIENCE

SKY ASIAN BISTRO. – Tucson, AZ | March 2013-May 2015

LineCook

- Oversaw activities directly related to food preparation, kitchen cost control, safety and safe food handling measures.
- Led a team of 2 to 6 cooks ensuring best food quality delivered in a timely manner to our customers.
- Provided high volume food service in accordance with restaurant guidelines
- Prepared food service records and master prep list.
- Took and replenished raw food to serving lines, restocked pantry and prep line.
- Followed recipes, food orders, piece control and presentation specifications as set by the restaurant management.

EDUCATION

Associates of Applied Science-Culinary Arts

Pima Community College, Tucson, AZ, In Progress

PHYSICAL CAPABILITIES

- Stand 100% during duty time
- Bear environmental exposure to cold, heat and water
- Carry up to 50 pound of weight

INTERESTS/SKILLS:

Eugenia Altamirano

1678 40th Avenue, San Francisco, CA 94122

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- Food history, culture, languages, wine tasting, foodie enthusiast, art, music, cinema,
- Airport Badge Clearance, State of Arizona
- ServSafe Food Handler Certified, State of California
- Languages: Bilingual in English and Spanish

