



Name: STEVEN PRENTICE

Taborca ID: 47219

Date of Hire: 06/26/18

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

Steven Michael Prentice

847 Lakehaven Dr.
Sunnyvale, CA 94089
Email: Sprentice@msn.com (preferred contact)

OBJECTIVE: To further my career in the hospitality industry with a stable organization.

SPECIAL QUALIFICATIONS

- Highly motivated, positive and professional attitude
- Three years+ of growing skills in the hospitality field
- History of handling confidential information discreetly.
- Little to no supervision required, surprisingly productive work ethic.

RELEVANT EXPERIENCE

BON APPETIT/COMPASS GROUP at LINKEDIN

gho@linkedin.com June 2016 - June 2018
80 N. Mary Ave. Sunnyvale, CA 94085

Dishwasher

Responsibilities: Wash all kitchen, catering, and event dishes. Resolve trash, laundry and cardboard. Maintain cleanliness of dish washing stations.

EUREST/COMPASS GROUP at SYNOPSIS

(408) 296-8414 October 2014 – May 18, 2016
690 East Middlefield Road, Mountain View, CA

Dishwasher

Responsibilities: Wash all dishes for the corporate headquarters and catering. Resolve trash, and mop floors as needed.

ADECCO USA

(408) 296-8414 August 2014 – September 2014
2001 Gateway Plaza, Ste 255 San Jose, CA

Temp Responsibilities – serve the needs of the client (Apple Computer) as per agency contract
I was retained by agency at contract's end for new contracts.

HAYES MANSION CONFERENCE CENTER

(408) 226-3200 200 Edenvale Ave. San Jose, US, 95136 January 2000 - August 2000

Front Desk Agent:

· Responsibilities included; Taking and maintaining reservations, guest relations, coordinating guest services through bell staff, housekeeping and maintenance departments, cash handling, occasional solitary night audit, and ensuring the overall comfort and satisfaction of each guest.

CAMPBELL INN (Campbell, CA)

408-374-4300 675 E Campbell Ave. Campbell, CA, 95008 February, 1997 – March 1999

Front Desk Agent

· Responsibilities included; Taking and maintaining reservations, guest relations, cash handling, and ensuring the overall comfort and satisfaction of each guest.

WOODCREST HOTEL (Santa Clara, CA)
408-446-9636-5415 Stevens Creek Blvd Santa Clara, CA 95051
October 1995 – January 1997

Front Desk Agent

· Responsibilities included; Taking and maintaining reservations, guest relations, cash handling, maintaining site security during solitary evening work, and ensuring the overall comfort and satisfaction of each guest

RELATED EXPERIENCE

CERTIFIED EMPLOYMENT GROUP & SASCO
(408-626-7127 & 408-970-8300) November 2011 – January 2013
148 E Brokaw Rd, San Jose, CA

Temp Receptionist

Responsibilities included: Screening switchboard communication, lobby professionalism & cleanliness, mail distribution, handling Ontrac and FedEx shipments both incoming/outgoing, office supply ordering, meeting catering, HR confidential support, recording employee hours, creating and deleted employee building keys.

JWP MANUFACTURING

(408) 970-0641 3500 De La Cruz Boulevard, Santa Clara, CA August 2008 -February 2009
Reception/Office Manager

· Responsibilities included: Processing customer purchase orders and working with customers changing needs. Supporting Government inspectors and processing WAWF online orders for Government/Military. I calculated payroll hours and did A/R and A/P support for accounting. I maintained the lobby, greeting visitors and screening phone switchboard communication. I ordered and maintained office supplies and cut the company's office supply costs. I sorted the mail and did light purchasing.

APPLIED ENGINEERING

(408) 286-2134 970 Lonus Street San Jose, CA August 2000 – March 2008
Reception /Administrative Assistant, promoted to Front Office Administrator

· Responsibilities included: Maintaining the lobby, greeting visitors & assigning name badges, screened phone switchboard communication. Strong A/R and A/P support for accounting and maintenance of all office equipment. I ordered and regulated office supplies and cut the company's costs and improved security. I wrote the company newsletter, and assisted all departments with administrative tasks such as label & documents creation, filing, faxing, and copying. I distributed the mail, scheduled meetings and ordered lunch. I maintained the Conference Room and preformed junior IT functions to reduce IT outsource costs and contacted outsourced IT only when it was the best option.

EDUCATION

FOOTHILL COMMUNITY COLLEGE
AA degree in Psychology, graduated 1999

Interview Note Sheet

Applicant Information	
Name: <u>Steven Prentice</u>	Interviewer: <u>Monica</u>
Date: <u>06/26/2018</u>	Rate of Pay:
Position (s) Applied for: <u>DMO</u>	Referred by:

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

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

Relevant Experience & Summary of Strengths
<p><u>Bon Appetit / compass group @ LinkedIn</u> Total of _____ in Food Service/Hospitality</p> <p>- left due to other poor workers, had to pick up slack</p> <p><u>Eurest / compass group @ synopsis</u></p> <p>- left because of lack of staff members being hired</p>
<p>P.O.S. Experience: <u>Y / N</u> details: _____</p>

Transportation
<input type="checkbox"/> Car <input checked="" type="checkbox"/> Public Transit <input type="checkbox"/> Carpool (Rider / Driver)
Regions Available to work:
<input type="checkbox"/> SF City <input type="checkbox"/> SF North <input type="checkbox"/> SF Peninsula <input type="checkbox"/> East Bay <input type="checkbox"/> Outer East Bay <input type="checkbox"/> San Jose <input type="checkbox"/> South San Jose <input type="checkbox"/> SJ Peninsula
Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other <u>FHC</u> <input type="checkbox"/> Will Submit
Availability
<input type="checkbox"/> Open <input checked="" type="checkbox"/> AM only <input type="checkbox"/> PM only <input type="checkbox"/> Weekdays only <input type="checkbox"/> Weekends only
<p>Details: <u>referred</u></p>
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 type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____
<input type="checkbox"/> Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> Convention Candidate? <input type="checkbox"/> Other Languages Spoken:

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Steven Prentice

Start Date: 04/26/2018

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)

Alvin G. Cheung
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

06/26/2018
(Date)

(PRINT NAME of Employee)

Steven Prentice

(SIGNATURE of Employee)

Steven Prentice

6/26/18
(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.

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 Steven Prentice Date: 6/26/18
 Home Telephone () no phone ATT Other Telephone () _____
 Present Address 847 Lakehaven Ave
 Permanent Address, if different from present address: _____
 Email Address sprentice@MSN.COM

EMPLOYMENT DESIRED

Position applying for: Dishwasher 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		✓	✓	✓	✓	✓	
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?
Foothill College	Los Altos, CA	AA	yes Psychology
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: 30% 20% 100% Word, Excel, Email,			

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 Bon Appetit/Compass Group - LinkedIn
 Type of Business corporate kitchen Telephone No. () gho@linkedin.com Supervisor's Name Gloria
 Your Position and Duties Dishwashing - 6 position rotation Dish pit

Dates of Employment: From 6/16 To 6/18

Reason for Leaving: Too few employees, non productive workers

Name and Address of Employer Eurest/compass Group - Synopsis
 Type of Business corporate kitchen Telephone No. (408) 296-8411 Supervisor's Name Peter?
 Your Position and Duties Dishwasher
3 position, I was the only worker...

Dates of Employment: From 10/14 To 6/16

Reason for Leaving: extreme understaff, health damage

Name and Address of Employer Adecco USA
 Type of Business Temp Agency Telephone No. (408) 296-8414 Supervisor's Name Sanatha
 Your Position and Duties Temp/contract Dishwasher at Apple Computer

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From 8/14 To 10/14

Reason for Leaving: misunderstanding

Name and Address of Employer Hayes Magnuson Conference Center

Type of Business Hotel Telephone No. (408) 226-3200 Supervisor's Name ?

Your Position and Duties Front Desk / Reservation / check in's

Dates of Employment: From 1/2000 To 8/2000

Reason for Leaving: Better Job (Applied Engineering)

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?
If so, describe: _____

Yes _____ No L

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Kathy Villard

Telephone No. (408) 828-6424

Address //

Occupation: Front Desk Mgr Relationship: Former Boss Number of Years Acquainted: 7

Name: Donna Elliott

Telephone No. (831) 238-1367

Address //

Occupation: Cisco Program Mgr. Relationship: EX-GF Number of Years Acquainted: 18

Name: Matt Hibner

Telephone No. (408) 899-3210

Address //

Occupation: Clean Room Operab Relationship: co worker Number of Years Acquainted: 18

*If phone #'s are changed email me please *

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 Steven Prentice Date 6/26/18

- 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, chaffing 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
- A 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
- A 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
- D 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
 - 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

