



Name: Cesar Mauricio Mejia

Taborca ID: 47537

Date of Hire: 07/20/18

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

Mauricio Cesar Mejia

email: mauricio21leo@gmail.com mobile: (408) 608-8065

JOB OBJECTIVE: To obtain a position as a mechanical/assembly technician in a manufacturing environment.

SUMMARY OF QUALIFICATIONS:

- International Organization for Standardization (ISO) 9001-9003 trained
- Complete knowledge of Electrostatic Discharge (ESD) procedures
- Familiar with Oracle manufacturing database
- Good organization and communication skills
- Bi-Lingual - fluent in English and Spanish (speaking and writing)
- Flexible, able to shift assignments easily
- Excellent customer skills
- Able to read blueprints and schematics
- Clean room experience (class 100/1000)
- Supervise clean room assemblers
- M.S. Word, Excel, Outlook

WORK HISTORY:

- Machine Operator** Custom Pad & Partition, Inc. (Santa Clara, CA) 3/14 - 12/16
- Prepped material for shipping
 - Assembled product using various hand tools
 - Performed quality inspection on product
 - Operated compactor
- Volunteer** Willow Glen Community Center (San Jose, CA) 12/11 - 12/12
- Offered catering services and ongoing care for seniors
 - Provided support for seniors, including interaction and problem solving
 - Prepared food, organized and cleaned kitchen equipment
- Electro/Mechanical Assembler** Tele-Wave (San Jose, CA) 12/09 - 1/10
- Performed incoming inspection on vendor parts together
 - Expert Solder Machine operator
 - Filled clients request to specified schematics
 - Gathered parts per client's request and pulled them
 - Soldered connections into connectors
 - Delivered and exceeded required amount of requests needed to be completed per day
- Electrical/Mechanical Technician** BD Bioscience (San Jose, CA) 2/07 - 1/08
- Quality inspected incoming systems with its subassemblies implement new ideas and designs
 - Provided feed back to Engineers to help improve design and quality
 - Worked with senior Technicians and Engineers to
 - Gathered all equipment/parts needed for the day's requests
 - Used various tools like calipers, rulers, socket wrench, crescent wrench
- Test Technician** KLA Tencor (Milpitas, CA) 3/06 - 2/07
- Integrated fiat panels and sub-assemblies
 - Used calipers and hand tools in assembling products
 - Worked in the Clean Room, and in Final Test
 - Dispensed tools to all Assemblers in the Tool Shed and made sure all tools were accounted for
- Electronic Technician** Photon Dynamics (San Jose, CA) 2/04 - 3/05
- Integrated systems into main frame
 - Used pneumatic equipment to move equipment to its appropriate dock
 - Worked in a class 100 and 1000 clean room environment.
 - Performed system interlock testing and troubleshooting to eliminate faults and shorts
- Clean Room Assembler** AKT/Applied Materials (Santa Clara, CA) 2/02 - 1/04
- Connected vacuum pumps for system testing
 - Kitted sub-assemblies for manufacturing
 - Verified that systems on floor aligned perfectly for testing purposes
 - Used Oracle software to obtain schematics, drawings, diagrams, BOM's

EDUCATION:

- Mission College (Santa Clara, CA) Graphic Design
- West Valley College (Saratoga, CA) General Education



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 MAURICIO MEJIA Date: July 18, 2018
Home Telephone (408) 374-5598 Other Telephone (408) 466-2170 (council)
Present Address 1734 Mendenhall Dr San Jose, CA 95130
Permanent Address, if different from present address: _____
Email Address MAURICIO21LEO@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____

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

AEA-ALL TEMPS-ADDITIONAL BUREAU ASSUR.

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							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

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?
Blackford High	San Jose, CA	12 (4 yrs) G/E	YES
West Valley/Mission Coll	San Jose, CA	12 (4 yrs) G/E	NO
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: Bilingual (speak, read & write) plus TRANSLATE			

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 AEA ALL TEMPS 4600 Coleman Ave, STACARA

Type of Business _____ Telephone No. (408) 430-8333 Supervisor's Name Jay / M. App / M. App

Your Position and Duties EVENT STAFF MEMBER FOR SAN JOSE EARTHQUAKES & STANFORD UNIV. / San Jose State Football Game & LEVI'S STADIUM (4 yrs & concerts)

Dates of Employment: From 2015 To PRESENT

Reason for Leaving: CUSTOM PADEPARTITION 4600 Richard Ave, Stacara, CA 95150

Name and Address of Employer CUSTOM PADEPARTITION, INC 4600 Richard Ave Stacara, CA 95150

Type of Business Packaging Designing Telephone No. (408) 970-9711 Supervisor's Name Lenny

Your Position and Duties prepped material for shipping, assemble products using various hand tools, Interacted with customers.

Dates of Employment: From 03/2014 To 12/2014

Reason for Leaving: work

Name and Address of Employer Willow Glen Community Center, San Jose, CA

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

Your Position and Duties Volunteer offered catering services & ongoing care for seniors prepared food & organized and cleaned.

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From _____ To _____

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 _____

Reason for Leaving: _____

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: JTSVOBODA Telephone No. (408) 460-9692

Address: STACIA APO

Occupation: Senior Tech Relationship: Ex-Worker Number of Years Acquainted: 15

Name: Greg Cagginnia Telephone No. (408) 315-1701

Address: San Jose, CA

Occupation: CISCO TECH MGR Relationship: Ex-Worker Number of Years Acquainted: 15

Name: _____ Telephone No. (____) _____

Address: _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

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** _____

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outsourcing
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 CEsar MAURICIO MEJIA Date: July 18, 2018
Home Telephone (408) 374-5598 Other Telephone (408) 446-2170
Present Address 1734 MENDENHALL DR. SAN JEE, CA 95130
Permanent Address, if different from present address: SAME AS ABOVE
Email Address MAURICIO MEJIA21@yahoo.com/mauricio21.lee@gmail.com

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____

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

A&A ALL TEMPS - ACREAU & ACREAU ASSOCIATES

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? OPEN

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:

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?
BLACKFORD HIGH	SWANSEA, CA	G/E	yes
Junior College	West Valley City, UT	1	no
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		YES	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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."		<u>YES</u>	<u>NO</u>
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:

Type of Business

Telephone No. ()

Supervisor's Name

Your Position and Duties

ASSEMBLE PRODUCTS using VARIOUS HAND TOOLS, CUSTOMER ASSIST/INTERACTION

Dates of Employment: From 03/2014 To 12/2014

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

Reason for Leaving:

Name and Address of Employer

Type of Business

Telephone No. ()

Supervisor's Name

Your Position and Duties

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outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From _____ To _____

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 _____

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: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

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** _____

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: OESAR MAURICIO MEJIA

Start Date: 07/20/2018

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:

- 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)

Alanna Chering
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

07/20/2018
(Date)

(PRINT NAME of Employee)

(SIGNATURE of Employee)

(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.