



Name: Chelsea Machuca

Taborca ID: 47575

Date of Hire: 01 / 24 / 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





## 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.

Full Name Chelsea Anahi Machuca Date: July 24, 2018  
Home Telephone ( ) Other Telephone (323) 884 4936  
Present Address 201 S. 4th St. #538 San Jose, CA 95112  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address chelsea.machuca.cm@gmail.com.

Position applying for: \_\_\_\_\_ Salary desired: \$17 / hr

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 X No    From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find our labour our open position? (Please check, fill in proper name of source)

Referral  Name of Referral Lauryn Crawford Newspaper  Job Fair  Agency  Company Website

Other Web Posting  Other Source

Could you work overtime, if necessary? Yes X No    If hired, on what date could you start working? 07/30

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                            | 6:00   | 6:00   | 6:00    | 6:00      | 6:00     | 6:00   | 6:00     |
| PM                            | 3:00   | 3:00   | 3:00    | 3:00      | 3:00     | 3:00   | 3:00     |

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 X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes    No X If yes, please state name and relationship: \_\_\_\_\_

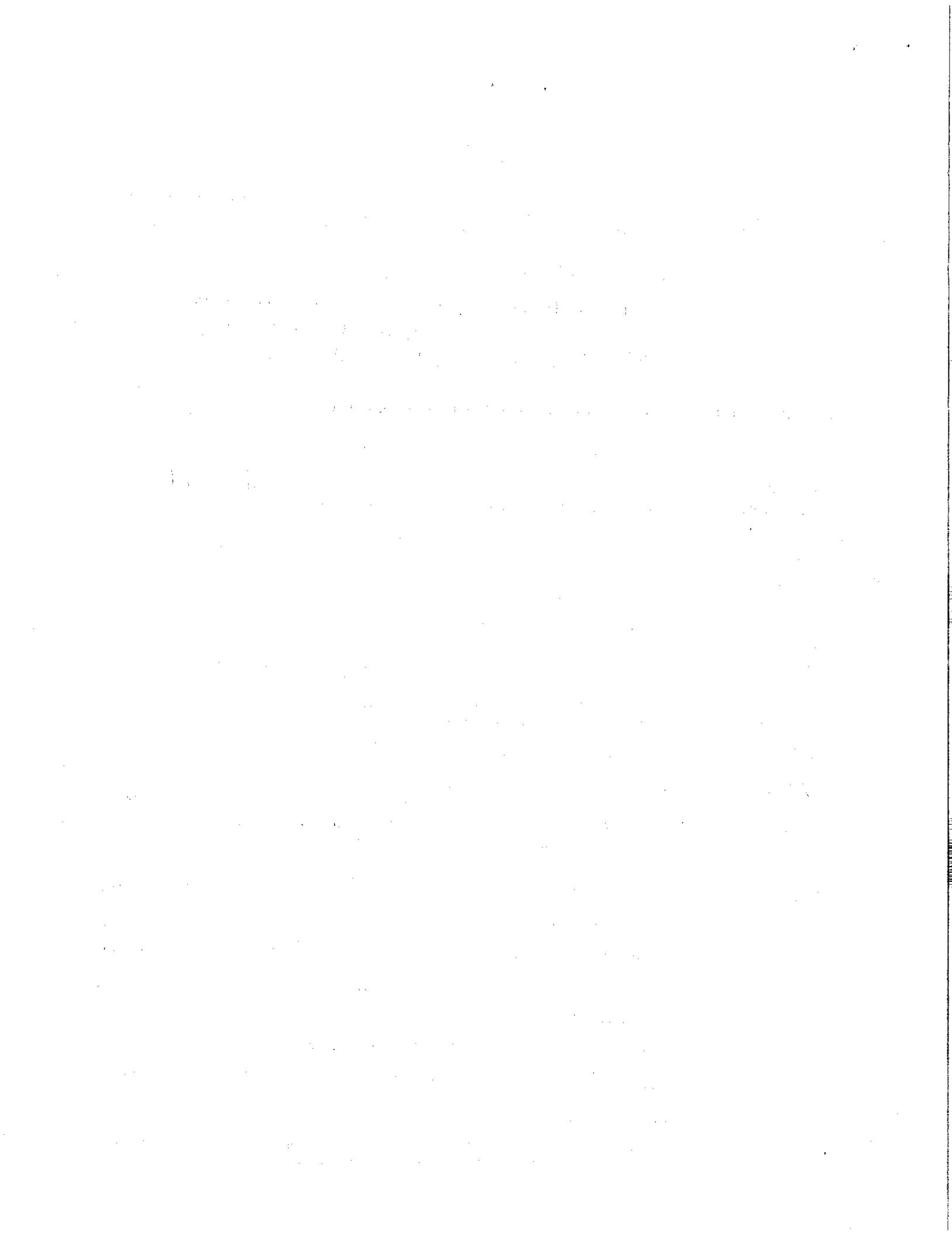
If hired, would you have a reliable means of transportation to and from work? Yes X No   

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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.

| NAME OF SCHOOL   | CITY & STATE | GRADE OR DEGREE COMPLETED | DID YOU GRADUATE? |
|--|--------------|---------------------------|-------------------|
| San Jose State University  | San Jose, CA | in progress, BA           |                   |
| 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:<br><b>CA Food Handlers Certificate, Software Knowledge</b>  |              |                           |                   |

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 Charfwell's Higher Education, Compass Group SJSU

Type of Business \_\_\_\_\_ Telephone No. (408) 924 1740 Supervisor's Name Juan Tamayo  
 Your Position and Duties Student Lead, Supervise unit and make sure it is running throughly. Assign tasks to employees & give out breaks.

Dates of Employment: From 08/10 To present

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer Little Caesars 1301 F Rosecrans Ave. Compton, CA 90221

Type of Business \_\_\_\_\_ Telephone No. (310) 639 9892 Supervisor's Name Jorge Calderon  
 Your Position and Duties Crew member, take orders, provide customer service, & make orders.

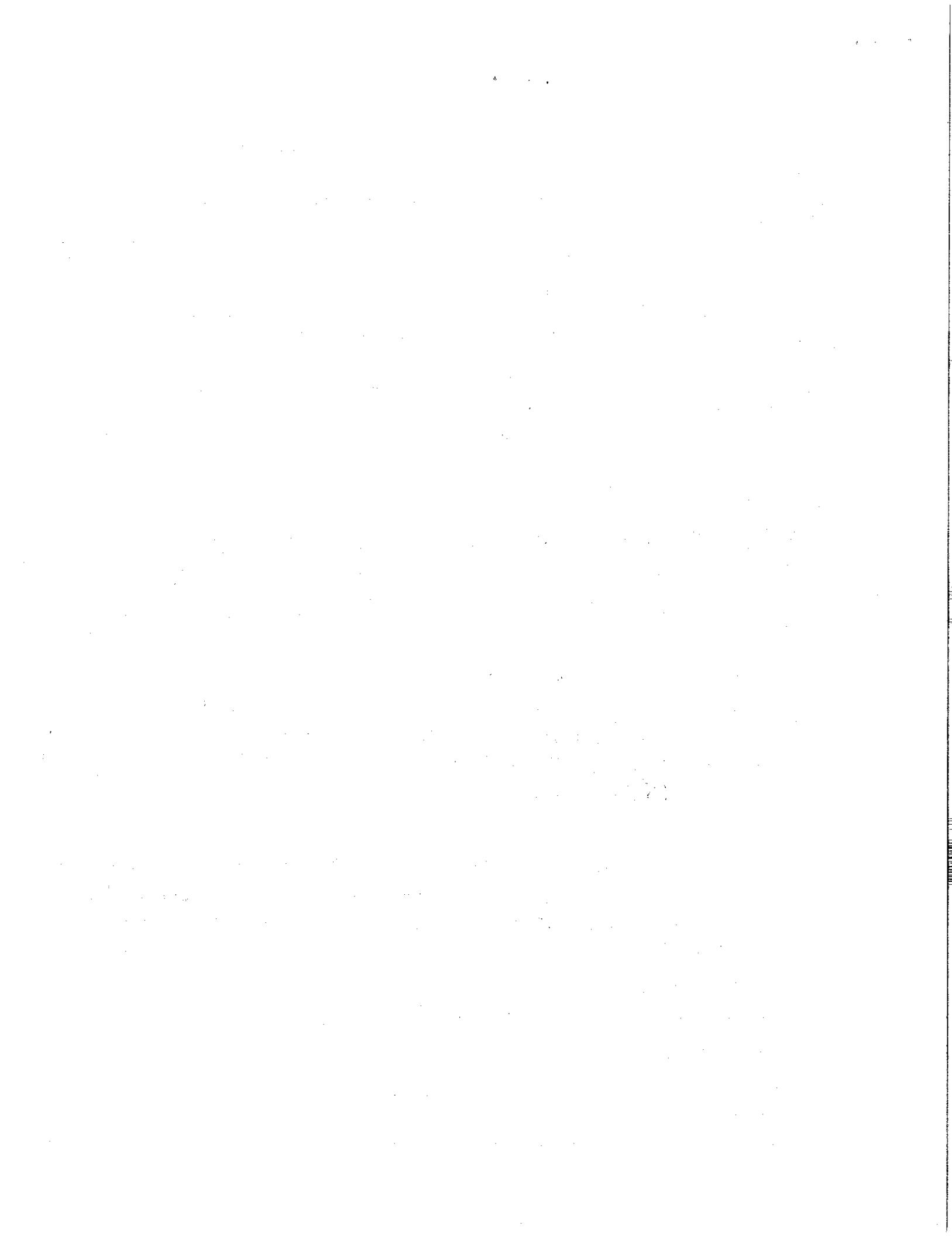
Dates of Employment: From 06/11 To 08/17

Reason for Leaving: MOVED OUT OF TOWN

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 \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No

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

Name: Juan Tamayo Telephone No. (408) 924 1740

Address: 390 S. 8th St. San Jose, CA 95112

Occupation: Assistant Director Relationship: Manager Number of Years Acquainted: 3

Name: Amanda Herrera Telephone No. (408) 924 1740

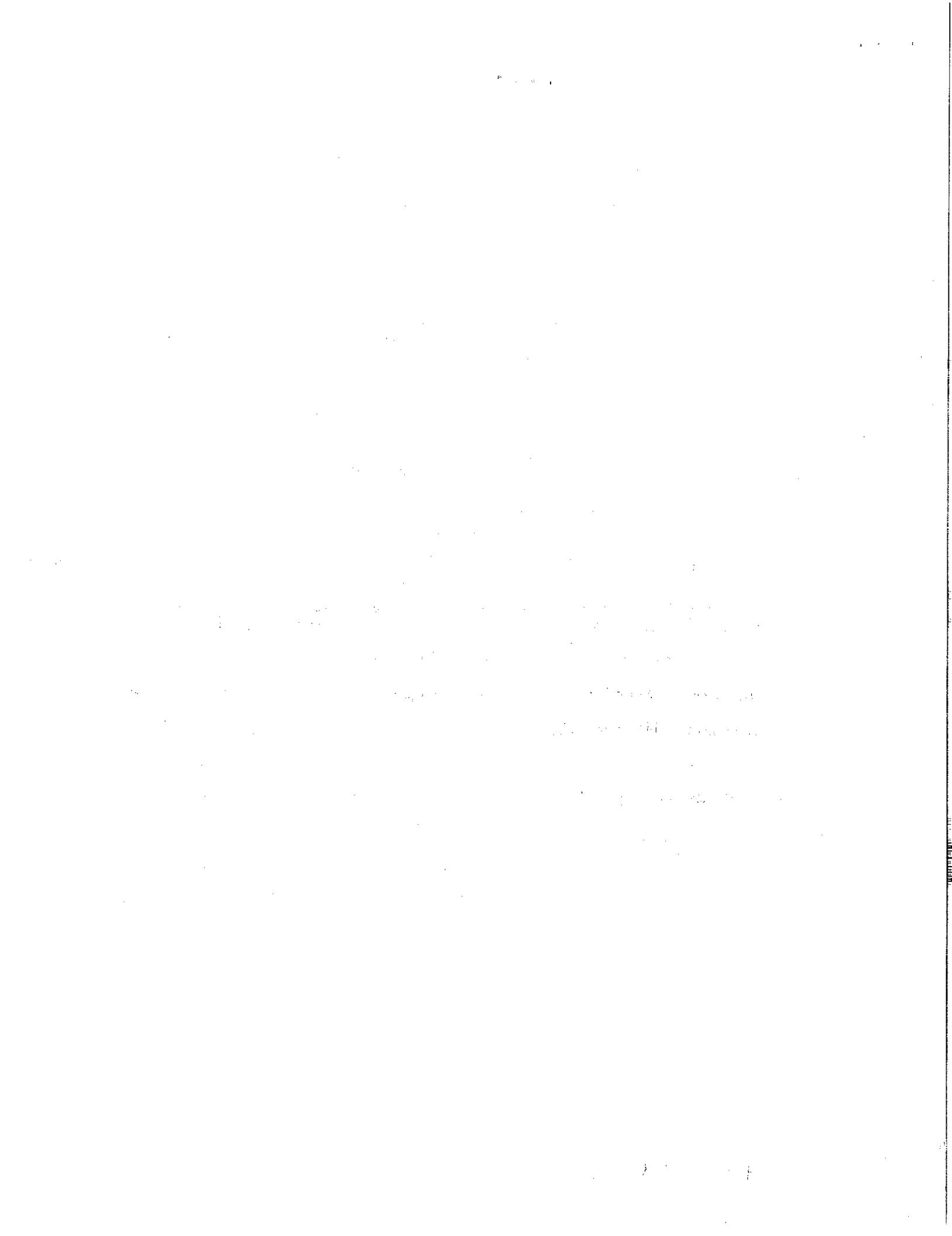
Address: 390 S. 8th St. San Jose, CA

Occupation: Assistant Director Relationship: Manager Number of Years Acquainted: 3

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_





**Please Read Carefully, Initial Each Paragraph and Sign Below**

CM 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.

CM 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.

CM 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.

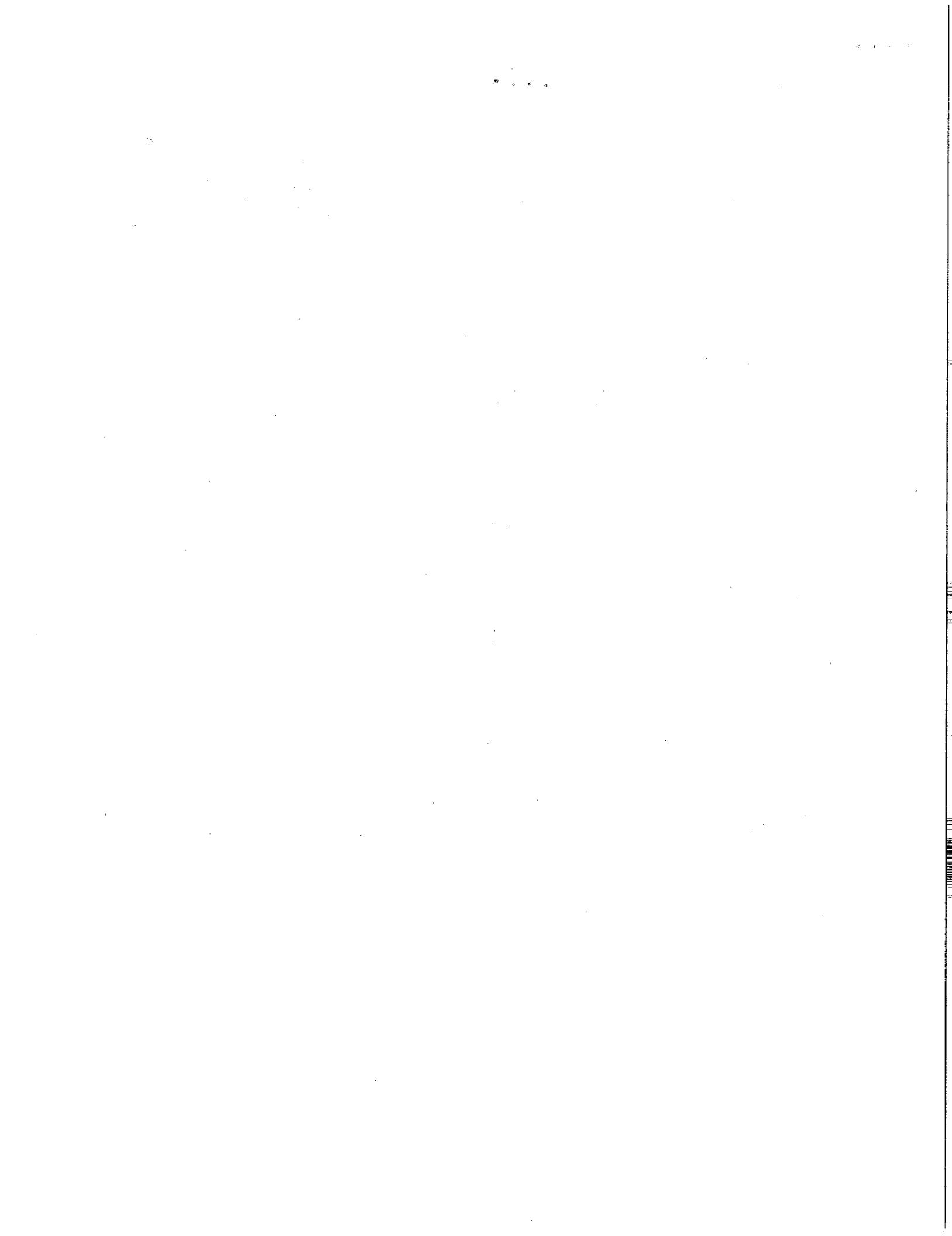
CM I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

CM 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 07/24/18



# Interview Note Sheet

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

|                 |     |   |              |     |   |
|-----------------|-----|---|--------------|-----|---|
| Job Preferences |     |   |              |     |   |
| Server          | /35 | % | Bartender    | /30 | % |
| Prep Cook       | /15 | % | Barista      | /10 | % |
| Grill Cook      | /40 | % | Cashier      | /10 | % |
| Dishwasher      | /10 | % | Housekeeping | /16 | % |

Seeking

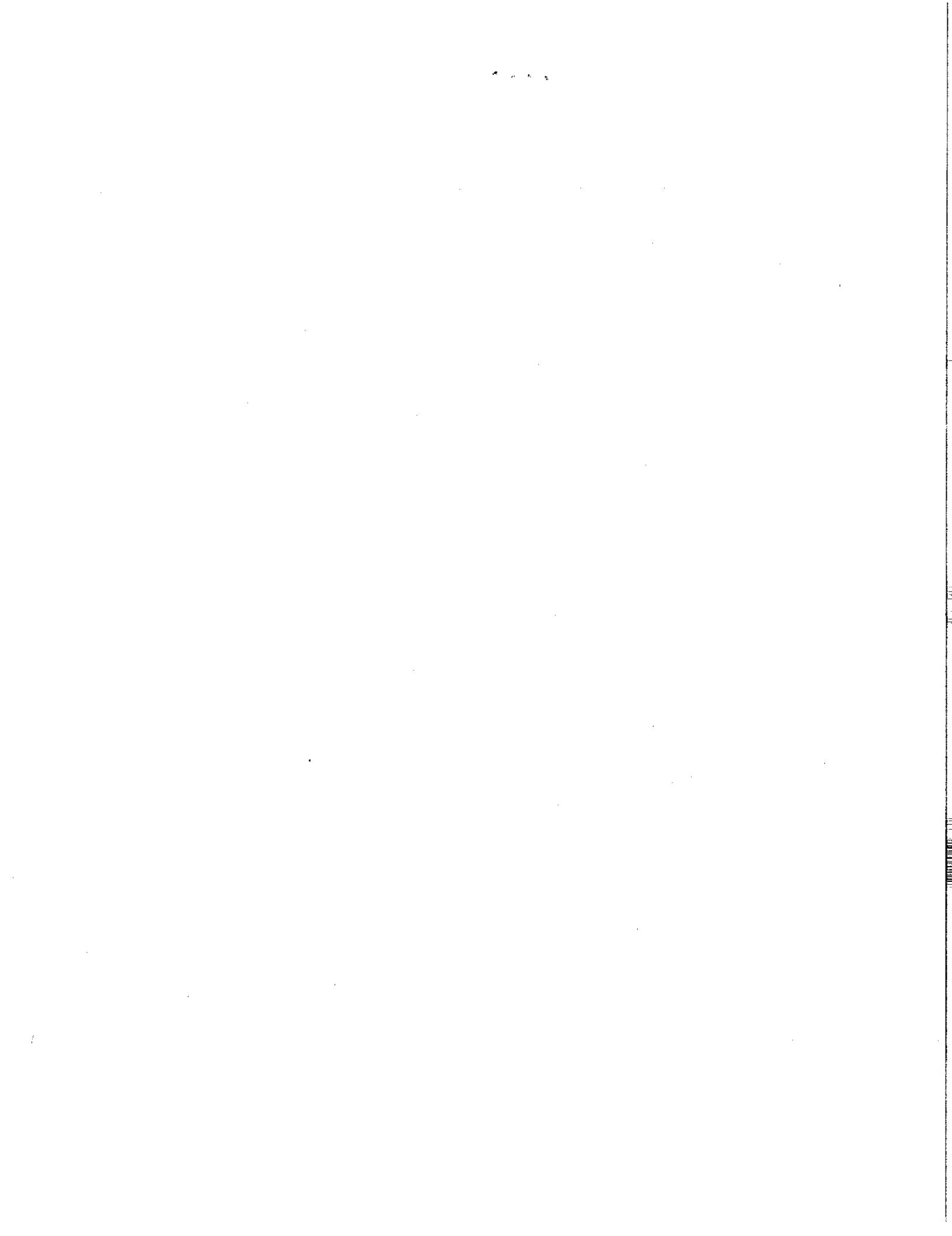
Full-Time

Part-Time

|   |                                |                           |               |                |
|---|--------------------------------|---------------------------|---------------|----------------|
| Relevant Experience (3 years minimum of experience) |                                |                           |               |                |
| Knife Skills  | Total of _____ in Food Service |                           |               |                |
| Cuisines  |                                |                           |               |                |
| 1   |                                |                           |               |                |
| 2   |                                |                           |               |                |
| 3   |                                |                           |               |                |
| Stations:   |                                |                           |               |                |
| 1   |                                |                           |               |                |
| 2   |                                |                           |               |                |
| 3   |                                |                           |               |                |
| 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                      | LEAD                      | Other _____   | Will Submit    |
| Availability  |                                |                           |               |                |
| Open  | AM only                        | PM only                   | Weekdays only | Weekends only  |

|                |              |              |             |                |
|----------------|--------------|--------------|-------------|----------------|
| Details:       |              |              |             |                |
| Uniforms Owned |              |              |             |                |
| Bistro         | Black Bistro | Tuxedo       | 1/2 Tuxedo  | Black Vest     |
| 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: |
|---|-----------------------|-------------------------|



## NOTICE TO EMPLOYEE

Labor Code section 2810.5

### EMPLOYEE

Employee Name: Chelsea Machuch

Start Date: 01/24/2018

### 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): \_\_\_\_\_

ACKNOWLEDGMENT OF RECEIPT  
(Optional)

Alaura Cheung

(PRINT NAME of Employer representative)



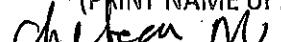
(SIGNATURE of Employer Representative)

07/24/2018

(Date)

Chelsea Machuca

(PRINT NAME of Employee)



(SIGNATURE of Employee)

07/24/18

(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.