



Name: Vanessa Tucker

Taborca ID: 47703

Date of Hire: 08/03/18

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 Vanessa Renee Tucker Date: 8/31/18
 Home Telephone (408) 495-1040 Other Telephone () _____
 Present Address 953 Las Palmas Dr, Santa Clara, CA, 95051
 Permanent Address, if different from present address: _____
 Email Address Referezsink10@icloud.com

Position applying for: Dishwasher Salary desired: \$18.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list
NO
 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 Current Employer 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? 8/31/18

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	open	open	open	open	open	open	open
PM	open	open	open	open	open	open	open

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

N/A

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

Colleen

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?
Baynton High School	San Jose, CA	12	Yes
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: Medical Terminology, Type 112 WPM, food handling cert., BLSCPR cert., MS 2000-2007, Excel 2007, Powerpoint, 10 Key, Data entry, Perform audits.			

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 Los Banos Nursing and Rehab 931 Idaho Ave, Los Banos CA 93805

Type of Business Nursing home Telephone No. (209) 826-0700 Supervisor's Name Tony

Your Position and Duties Medical records assistant, Business assistant, receptionist, and Housekeeping/laundry.

Dates of Employment: From 11/2011 To 8/2012

Reason for Leaving: leave of absences

Name and Address of Employer The Dollar Tree 1321 E. Pacheco Blvd. Los Banos CA.

Type of Business Retail Telephone No. (209) 829-0185 Supervisor's Name Christine

Your Position and Duties Retail associate, cashier, P.O.S., provide great customer service, manage front end, manage go backs, help close store

Dates of Employment: From 10/2004 To 08/2012

Reason for Leaving: Job over load

Name and Address of Employer The Dollar Tree 4400 Union Ave, San Jose, CA 95024

Type of Business Retail Telephone No. (408) 369-1355 Supervisor's Name SKY

Your Position and Duties retail associate, cashier, P.O.S., provide great customer service, manage front end, manage go backs, help close store

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Dates of Employment: From 6/2009 To 10/2009

Reason for Leaving: Transfer Locations

Name and Address of Employer 105 Gates Pizza

Type of Business Food Service Telephone No. (408) 358-5515 Supervisor's Name Mannie

Your Position and Duties Cashier, P.O.S., answer phone orders, manage dining room
serve and prepare orders, wash dishes, clean and restock supplies

Dates of Employment: From 9/2009 To 11/2009

Reason for Leaving: New Job

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?
If so, describe: _____

Yes ☒ No ☐

JOE RELATED REFERENCES

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

Name: Ashley Jean Barnes Telephone No. (408) 561-5330

Address: 454 Sorbado Dr, Campbell, CA 95008

Occupation: receptionist Relationship: friend Number of Years Acquainted: 1

Name: Sandra Torres Telephone No. (408) 770-0431

Address: 55 Lester Ave Apt # 11, San Jose, CA 95125

Occupation: Pharmaceutical Manufacturing Technician Relationship: Professional ex-mother-in-law Number of Years Acquainted: 8

Name: Cassandra Jean Lopez Telephone No. (353) 467-6055

Address: 454 Sorbado Dr, Campbell, CA 95008

Occupation: Manager Relationship: friend Number of Years Acquainted: 1

Please Read Carefully, Initial Each Paragraph and Sign Below

VPT

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.

VPT

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.

VPT

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.

VPT

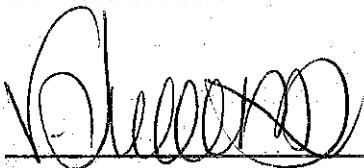
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

VPT

~~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

8/3/18

Interview Note Sheet

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

Test Scores					
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 & Summary of Strengths

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 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:

Vanessa Tucker

454 Sorbato Drive
Campbell, Ca, 95008
Phone: (408) 495-1640
Refuse2sink10@iCloud.com

Objective:

Seeking a position where I can use my customer service skills while providing you the assistance you require for the benefit of your cliental.

Summary:

I am a flexible, dedicated individual who can be counted on to get the job done. My attention to the client and their needs are an asset to any company. I possess clerical skills and the knowledge to excel in the professional world.

Skills:

- Customer Service
- POS
- Food Handling Cert.
- Money Handling
- Communication
- BLS/CPR
- Data Entry
- Flexible
- Problem Solving
- Critical Thinking
- Perform Audits
- Adaptable
- Multi-Tasking
- Organizational
- 10 Key
- MS Office 2000-2007
- Excel2007/PowerPoint
- Medical Terminology
- Phone/Fax/Copy
- Typing 42 WPM
- Maintain Confidentiality

Work Experience:

Customer Service:

- Greet customers and assure what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

Business/Medical Records Assistant:

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Use computers for various applications, such as database management or word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Schedule and confirm appointments for clients, customers, or supervisors.

Work History:

Los Banos Nursing & Rehab
Dollar Tree
Dollar Tree
Los Gatos Pizza
Togo's

Medical Records Assistant
Retail Associate
Retail Associate
Cashier
Sandwich Maker

Los Banos, CA
Los Banos, CA
San Jose, CA
Los Gatos, CA
Los Gatos, CA

References Available Upon Request

Vanessa Tucker

454 Sorbato Drive
Campbell, Ca, 95008
Phone: (408) 495-1640
Refuse2sink10@iCloud.com

References:

Ashley Jean Barnes

454 Sorbato Drive
Campbell, Ca, 95008
(408) 561-5330
Beauty Saloon Receptionist

Sandra Torres

55 Lester Avenue Apt. #11
San Jose, Ca, 95125
(408) 770-0431
Pharmaceutical Manufacturing
Technician

Cassandra Jean Lopez

454 Sorbato Drive
Campbell, Ca, 95008
(303) 667-6055
Shift Lead Manager

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Vanessa Tucker

Start Date: 08/03/2018

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)

Alma Churney

(PRINT NAME of Employer representative)

[Signature]

(SIGNATURE of Employer Representative)

08/03/2018

(Date)

Vanessa Tucker

(PRINT NAME of Employee)

[Signature]

(SIGNATURE of Employee)

08/03/2018

(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.