



Name: AYSSA Johnson

Taborca ID: 47868

Date of Hire: 08/14/18

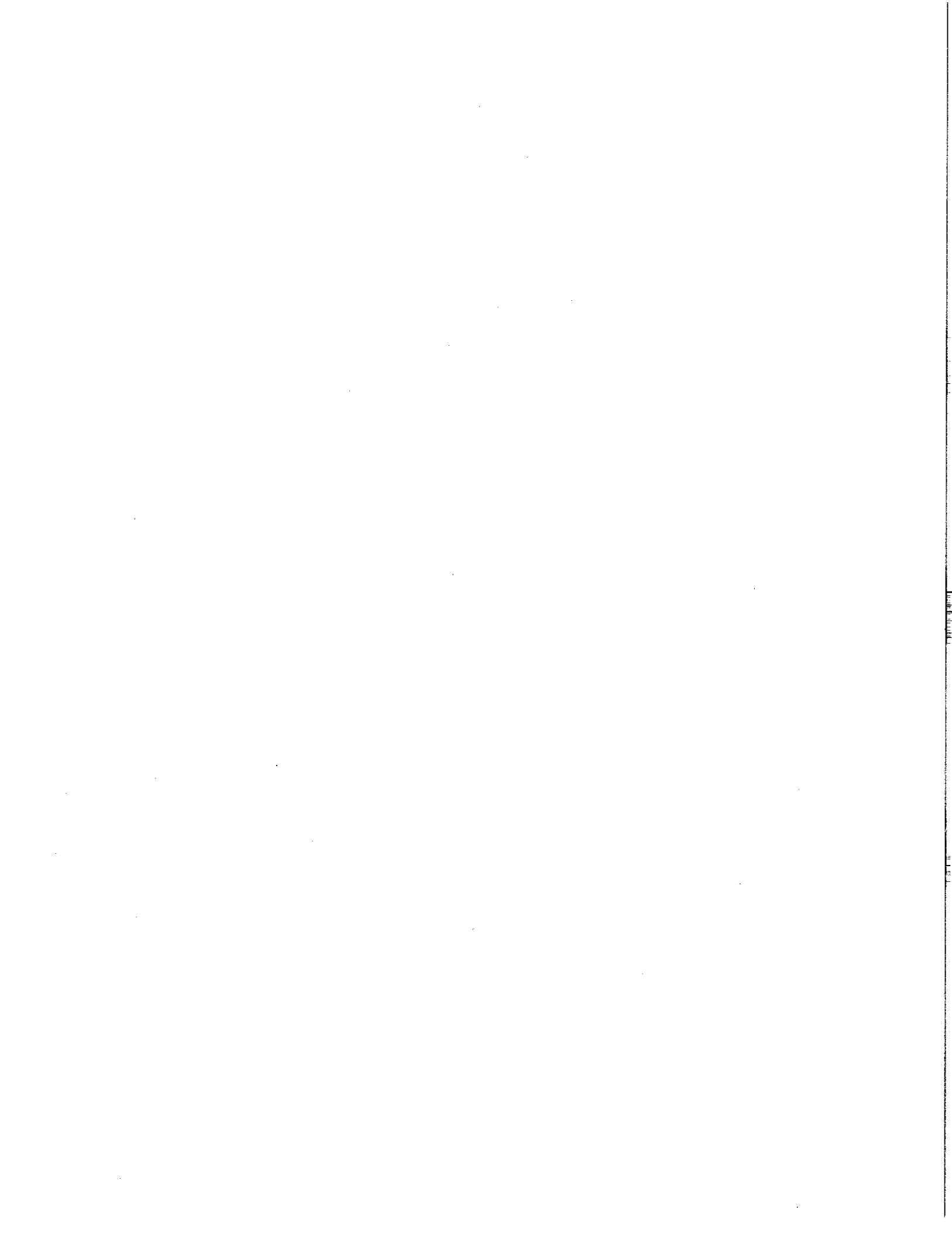
Date of Re-Act:   /  /  

#### New employee set up

- o E-verify
- o Hire Right EE
- o Hire Right Internal (upload any list A docs)
- o Direct Deposit (Scan to Payroll) and/or  
Global Cash Card – complete the form &  
have EE sign
- o Notice to Employee Completed
- o Added to Orientation Time Sheet
- o Attended New Hire Orientation
- o Background Check (Asurint)
- o New Hire List (All fields)
- o Check Taborca Profile (All fields)
- o Upload Resume and Skills Tests (one doc)
- o Upload Food Handler's Card

#### Re Act employee set up (See Re Act Process for more detail)

- o File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- o Re Act onboarding if initially hired before 1/1/16
- o Check W4
- o Check all demographic info and availability
- o Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- o Complete Notice to Employee with updated pay if necessary
- o Verify pay option and take steps to Re Act any old pay options still current
- o Run new BGC if more than 1 year since last shift worked
- o New orientation/place on time sheet if it's been over a year since last shift
- o New Hire List (all fields)
- o Delete employee from the INA/TER spreadsheet if they are on it



## NOTICE TO EMPLOYEE

Labor Code section 2810.5

### EMPLOYEE

Employee Name: Alyssa Johnson

Start Date: 08/14/2018

### 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

EMPLOYER INFORMATION

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:

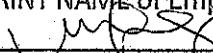
- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates 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): \_\_\_\_\_

Alanna Cheung

(PRINT NAME of Employer representative)



(SIGNATURE of Employer Representative)

08/14/2018

(Date)

Alissa Johnson

(PRINT NAME of Employee)



(SIGNATURE of Employee)

5/14/18

(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.

# Interview Note Sheet

Name: Alyssa J. Johnson		Interviewer: Diana Gomez
Date: 8-14-18	Rate of Pay: \$16.50	Referred by:
Position(s) Applied for: Server / Cashier		

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

Full-Time
Part-Time

Relevant Experience & Summary of Strengths					
<u>Knife Skills</u>			Total of _____ in Food Service		
- Manager @ McDonalds.					
Cuisines					
1	Server @ Rock Bottom				
2	Tray - 6-7 items.				
3					
<u>Stations:</u>					
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			

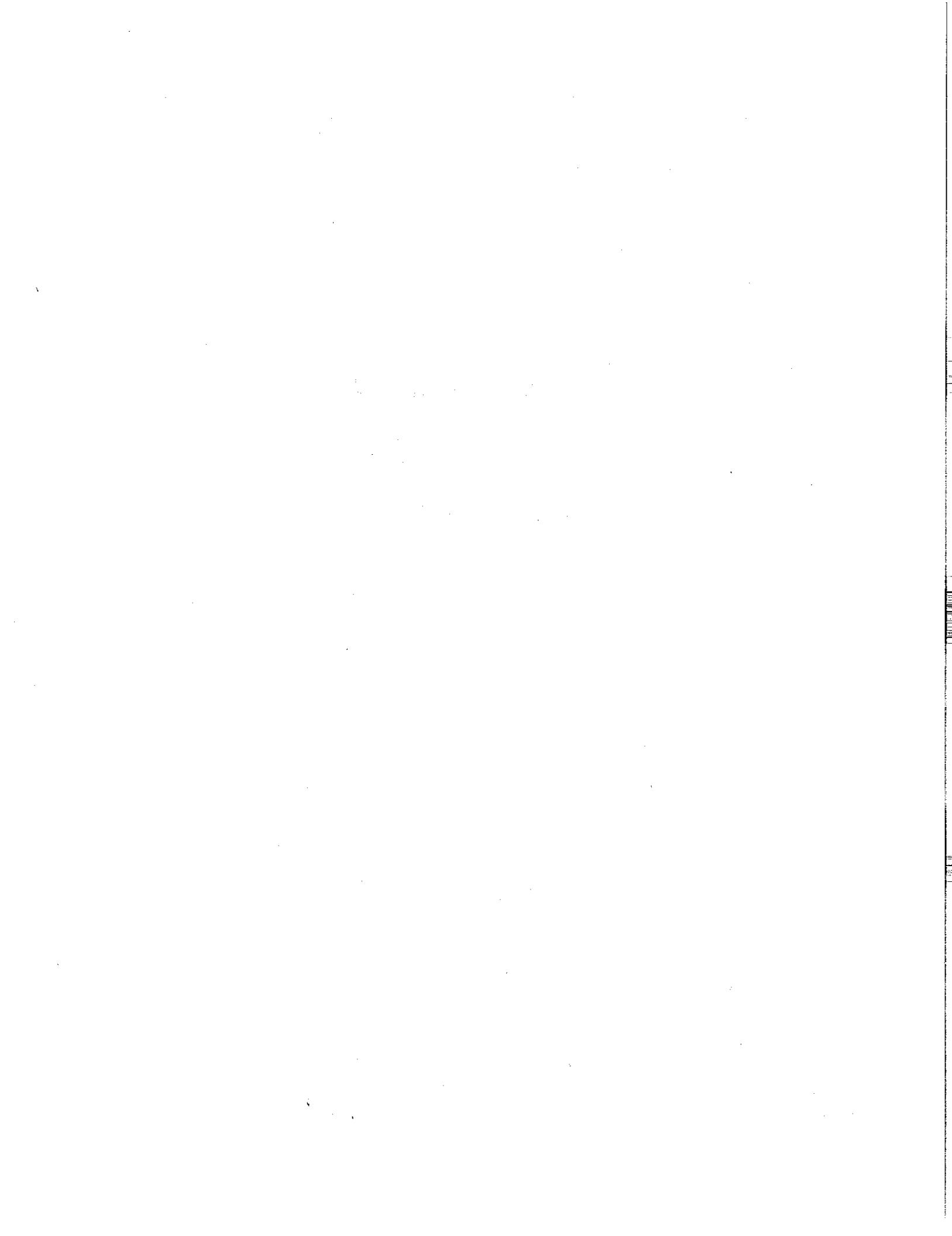
Certifications (if any)					
TIPS	Serv-Safe	LEAD	Other _____		Will Submit

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:
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# Acrobat

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 Alyssa Jaymes Johnson Date: 8-14-18

Home Telephone (669) 225-4685 Other Telephone ( )

Present Address 167 E Williams St

Permanent Address, if different from present address: \_\_\_\_\_

Email Address fantasticalyssajohnson@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Catering attendant Salary desired: \_\_\_\_\_

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	11 - 1pm	All day					8 - 1pm
PM		All day					

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

December 25 - Jan 4 (21st birthday weekend)

### 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?
Oak Grove Highschool	San Jose, CA	12	YES
San Diego University	San Diego, CA	Sophomore	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: Proficient in microsoft word, was a manager at mcdonalds, have my food handling license			

**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 Tyler Niepp

Type of Business Cannabis Club Telephone No. (408) 904-9395 Supervisor's Name Melissa Gomez

Your Position and Duties Front desk and supervisor for guest services

Dates of Employment: From Aug 2017 To Jul 2018

Reason for Leaving: They were closed

Name and Address of Employer Rock Bottom Brewery

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

Your Position and Duties host and server

Dates of Employment: From Feb 2017 To June 2017

Reason for Leaving: management was poor, understaffed so was hectic

Name and Address of Employer McDonalds Rowena Medina

Type of Business fast food Telephone No. (408) 644-8175 Supervisor's Name Rowena Medina

Your Position and Duties manager after 1 year, crew member

1 year, cook

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From Aug 2014 To Aug 2016

Reason for Leaving: Left for college

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: Manuel Martinez Telephone No. (408) 915-1094

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Old Manager Number of Years Acquainted: 2

Name: Florida Miranda Telephone No. (408) 644-8174

Address \_\_\_\_\_

Occupation: Owner of McDonalds Relationship: Boss Number of Years Acquainted: 4

Name: Coach Braun Telephone No. (408) 614-3330

Address \_\_\_\_\_

Occupation: teacher /coach Relationship: Mentor Number of Years Acquainted: 3

**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 8-14-18

Servers Test

Multiple Choice

D

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

971

(689c)

B

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

C

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

B

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

D

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- Try to convince the guests to eat what you brought them
- Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

D Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E G Queen Mary

B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B E French Passing

D. Area for dirty dishware and glasses

G B Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

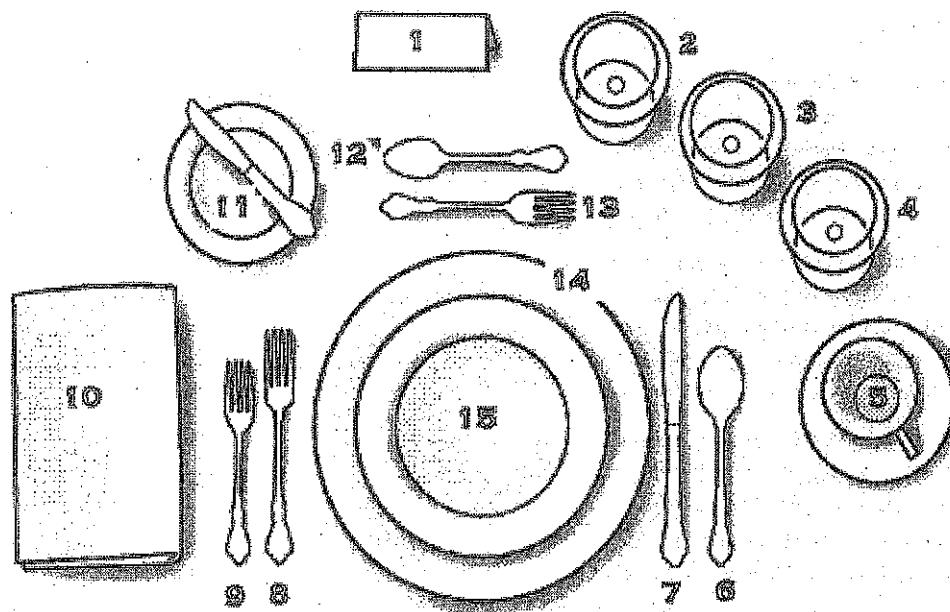
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time

Servers Test



Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
11	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
12	Name Place Card	7	Dinner Knife
13	Teaspoon	2	Wine Glass (Red)
14	Dessert Fork	9	Salad Fork
15	Soup Spoon	14	Service Plate
1	Salad Plate	3	Wine Glass (White)
4	Water Glass		

Fill in the Blank

1. The utensils are placed at 4 inches inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, cream
3. Synchronized service is when: things come as they ready
4. What is generally indicated on the name placard other than the name? Reserved for
5. The Protein on a plate is typically served at what hour on the clock? 2 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? let the chef know

**Cashier Test**

**Score 13/15**

B

1) A roll of quarters is worth?

- \$5.00
- \$10.00
- \$15.00
- \$20.00

8625 <sup>2</sup>

A

2) A roll of dimes is worth?

- \$5.00
- \$4.00
- \$3.00
- \$2.00

D

3) A roll of nickels is worth?

- \$8.00
- \$6.00
- \$4.00
- \$2.00

C

4) A roll of pennies is worth?

- \$1.00
- \$0.75
- \$0.50
- \$0.25

C

5) What does POS stand for?

- Patience over standards
- Percentage of sales
- Point of sales
- People over service

8.75

C

6) What is the current sales tax rate in your city 0.0925?

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- \$4.06
- \$2.06
- \$7.06
- \$5.06

$$\begin{array}{r}
 1.25 \\
 0.90 \\
 0.79 \\
 \hline
 2.94
 \end{array}
 \quad
 \begin{array}{r}
 10.00 \\
 - 2.94 \\
 \hline
 7.06
 \end{array}$$

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

$$10.50 \times 2 = 21$$

$$7.25 \times 2 = 14.50$$

- \$19.50
- \$14.50
- \$9.50
- \$4.50

$$\begin{array}{r}
 21 \\
 + 14.50 \\
 \hline
 35.50
 \end{array}$$

$$\begin{array}{r}
 50.00 \\
 - 35.50 \\
 \hline
 14.50
 \end{array}$$

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- \$6.00
- \$8.00
- \$10.00
- \$12.00

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- \$78.50
- \$58.50
- \$38.50
- \$28.50

$$\begin{array}{r}
 7.25 \\
 + 2.50 \\
 + 5.00 \\
 \hline
 14.75
 \end{array}$$

$$\begin{array}{r}
 100.00 \\
 - 14.75 \\
 \hline
 \end{array}$$

**Cashier Test**

**Score** / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

you count, count back to them

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? passport, id, drivers license

15) How many \$20 bills are in a bank band? 50 100 bills

20  
X

# **Alyssa Johnson**

84 Cherry Blossom Dr  
San Jose, CA 95123  
(669) 225-4685

alyssajohnson@sandiego.edu

## **Highlights**

- Received full ride Academic Scholarship to the private institution of University of San Diego.
- Received the Barak Obama Presidents Education Award for Outstanding Academic Excellence - 2012

## **Skills**

- Extensive Management Experience
- Data Entry Familiarity
- Proficient in Microsoft Office, Word, Power Point, Excel

## **Experience**

August 2015 - March 2017

**Shift Manager McDonalds**  
163 Branham Lane, San Jose, CA

## **Job Duties**

- Familiar with data inputting used for inventory management
- Strong internal communication skills managing within the team.
- Responsible for meeting targets during a shift and aiding the department to reach their monthly goals.
- Managed safety and security of customers as well as employees.
- Responsible for weekly scheduling of staff members
- Required to train individuals on McDonald's systems and policies

## **Education**

August 2016 – Present

**University Of San Diego– Degree in progress**  
5998 Alcala Park, San Diego CA

Chemistry Major  
Biochemistry Minor



August 2012 - June 2016

**Oak Grove High School- Graduated with Honors, High School Diploma**

Blossom Hill Rd, San Jose CA

