



Name: Grisette Vargas

Taborca ID: 48219

Date of Hire: 09/01/18

Date of Re-Act: 10/17/2019

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



Interview Note Sheet

Applicant Information

Name: <u>FRISSETTE VARGAS</u>	Interviewer: <u>Alma</u>
Date: <u>09/01/2018</u>	Rate of Pay:
Position (s) Applied for:	Referred by:

Experience

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

looking for part time stadium work

Total of _____ in Food Service

Cuisines

front of house + food running
wine + beer pour

Stations:

SJ
Los Gatos
Cupertino
Culinary
Mtn View
Palo Alto

needs FHC

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:



NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Frissette Vargas
Start Date: 09/01/2018

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: San Jose Acrobat Outsourcing

Physical Address of Main Office: 1585 The Alameda, San Jose, CA 95124

Mailing Address: CAMO

Telephone Number: 408-483-4211

WAGE INFORMATION

Rate(s) of Pay: \$ 16.30 Overtime Rate(s) of Pay: \$ 24.45

Rate by (check box): Hour Shift Day Week Salary Piece rate Commission

Other (provide specifics): Cashier/Concessions

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):

N / A

(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)

Alaura Cheung

(PRINT NAME of Employer representative)

Alaura Cheung

(SIGNATURE of Employer Representative)

09/01/2018

(Date)

Grissette Vargas

(PRINT NAME of Employee)

Grissette Vargas

(SIGNATURE of Employee)

9/1/2018

(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.

B 1) A roll of quarters is worth?
 a) \$5.00
 b) \$10.00
 c) \$15.00
 d) \$20.00

A 2) A roll of dimes is worth?
 a) \$5.00
 b) \$4.00
 c) \$3.00
 d) \$2.00

D 3) A roll of nickels is worth?
 a) \$8.00
 b) \$6.00
 c) \$4.00
 d) \$2.00

A 4) A roll of pennies is worth?
 a) \$1.00
 b) \$0.75
 c) \$0.50
 d) \$0.25

C 5) What does POS stand for?
 a) Patience over standards
 b) Percentage of sales
 c) Point of sales
 d) People over service

C 6) What is the current sales tax rate in your city 9.5%?

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?
 a) \$4.06
 b) \$2.06
 c) \$7.06
 d) \$5.06

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?
 a) \$19.50
 b) \$14.50
 c) \$9.50
 d) \$4.50

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?
 a) \$6.00
 b) \$8.00
 c) \$10.00
 d) \$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?
 a) \$78.50
 b) \$58.50
 c) \$38.50
 d) \$28.50

679.0

Cashier Test

Score / 15

B

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

A

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

Question & Answer:

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

14) What are the acceptable forms of ID for alcohol purchases? Valid Drivers License/ ID, Military ID, Valid Passport

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

3

Multiple Choice (1 point each)

C

1) A gallon is equal to _____ ounces

- a. 56
- b. 145
- c. 32
- d. 128

3890

B

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

A

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

B

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C

6) Which of the following Ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

C

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

5

B

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

D

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

C

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

C

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

D

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

D

15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

B 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

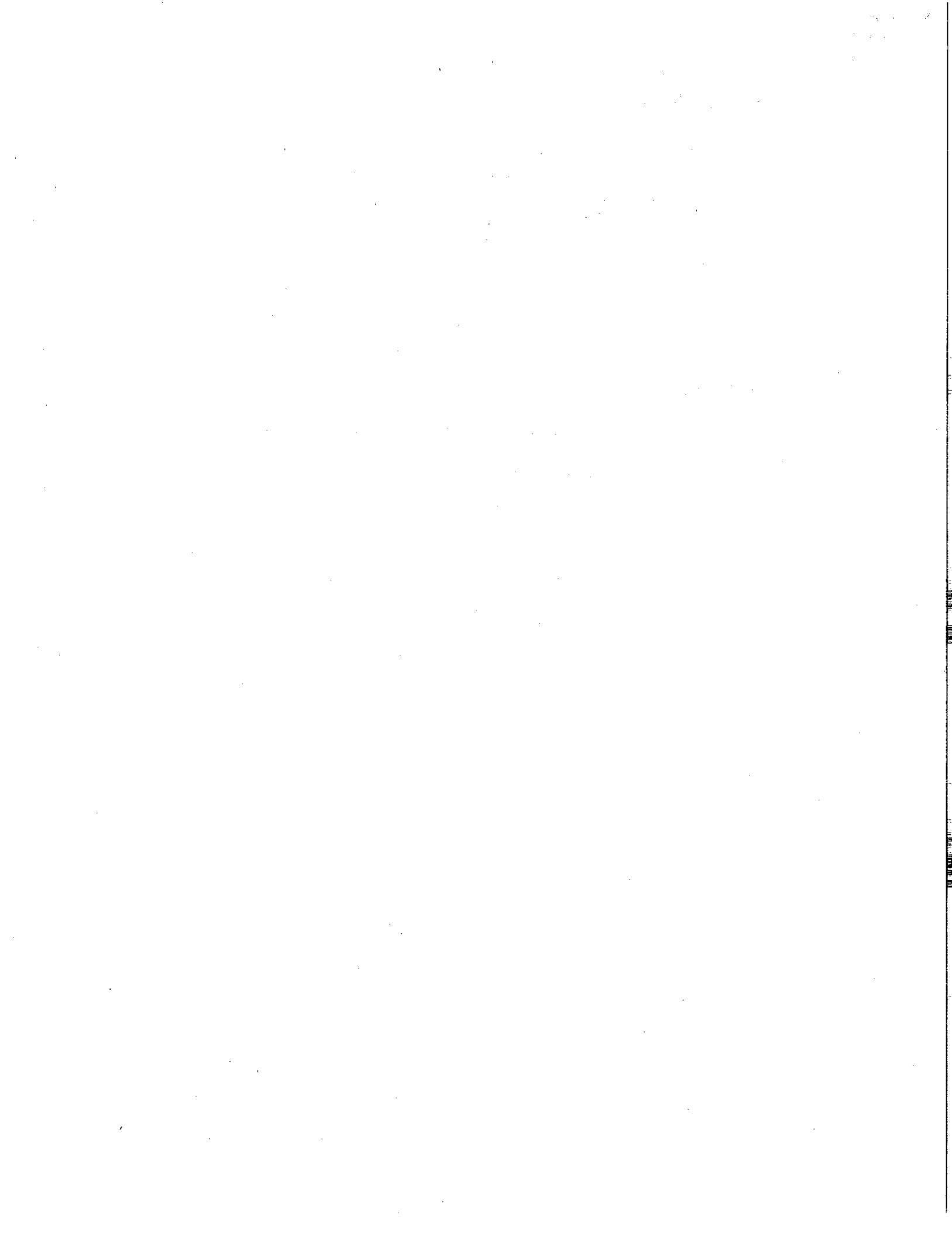
B 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) _____ & _____ are the basic seasoning ingredients for all savory recipes.

20) _____: to cut into very small pieces when uniformity of size and shape is not important.



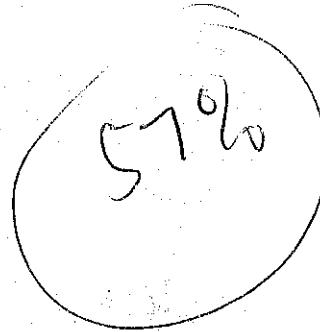
Servers Test

Score 29/35

-15

Multiple Choice

D 1) Food is served on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand



D 2) Drinks are served on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand

D 3) Food and drinks are removed on what side with what hand?
 a) On the left side with the left hand
 b) On the left side with the right hand
 c) On the right side with the left hand
 d) On the right side with the right hand

B 4) What part of a glass should you handle at all times?
 a) The stem
 b) The widest part of the glass
 c) The top

D 5) When you are setting a dining room how should you set up your tablecloths?
 a) Neatly and evenly across the tables
 b) The creases should all be going in the same directions
 c) The chairs should be centered and gently touching the table cloth
 d) All of the above

D 6) If you bring the wrong entrée to a guest what should you do?
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
 c) Try to convince the guests to eat what you brought them
 d) 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

A Scullery

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

E Queen Mary

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)

C Chaffing Dish

Used to hold a large tray on the dining floor

D French Passing

Area for dirty dishware and glasses

G Russian Service

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

F Corkscrew

Used to open bottles of wine

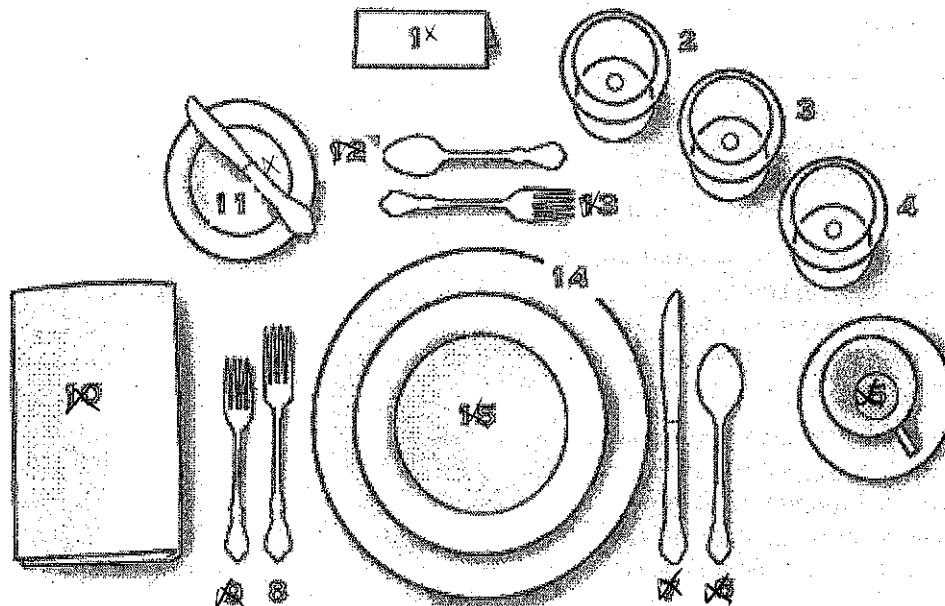
B Tray Jack

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

Name Trisette

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>9</u>	Dessert Fork	<u>13</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>3</u>	Water Glass		

Fill in the Blank

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

Let back of Kitchen crew know and cook the food or let guests see menu for any gluten free/vegetarian options



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 Grissette Vargas Date: 9/1/18
Home Telephone (408) 580-6312 Other Telephone ()
Present Address _____
Permanent Address, if different from present address: _____
Email Address usacubsstar915@outlook.com

EMPLOYMENT DESIRED

Position applying for: Concessions / other Salary desired: 13.00

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

Blue Crew

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	anytime	anytime	anytime	anytime	anytime	anytime	anytime
AM							
PM							

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

Christmas Holiday, Dec. 15th - maybe thanksgiving weekend.

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes No If yes, when? I think March 2018.

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

Acrobat

outsourcing

Your Hospitality Staffing Professionals

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 the San Francisco Fair Chance Ordinance, 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?
San Jose 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:			

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 Blue Crew

Type of Business Temp agency Telephone No. (650) 967-3200 Supervisor's Name _____

Your Position and Duties Commercial moving, concessions/ food prep, warehouse work

Dates of Employment: From Jun 2014 To ongoing Weekly Pay: Starting \$ 15.00 Ending \$ 16.00

Reason for Leaving: Still employed, I work when jobs are available in the San Jose area

Name and Address of Employer Shoreline Amphitheater

Type of Business Entertainment/ seasonal Telephone No. (650) 967-3200 Supervisor's Name _____

Your Position and Duties Making sure guests with correct tickets enter seating area.

Ticket Scanning / ID check (Select events only)

Dates of Employment: From May 2007 To Nov. 2017 Weekly Pay: Starting \$ 8.50 hr. Ending \$ 13. hr.

Reason for Leaving: decided not to return to work 2018 season.

Name and Address of Employer Team San Jose

Acrobat

OUTSOURCING

Your Hospitality Staffing Professionals

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

Your Position and Duties Door guard, Seating guests for events, Ticket Taker

Dates of Employment: From Dec. 2010 To Aug 2015 Weekly Pay: Starting 11.00 Ending 14.00

Reason for Leaving: I was released from this company without notice / warning

Name and Address of Employer Dr. Price Chiropractor

Type of Business Doctor office Telephone No. () Supervisor's Name Dr. Nancy Price

Your Position and Duties back office assistant; filing patient records, office cleaning

Dates of Employment: From Feb. 2014 To May 2014 Weekly Pay: Starting \$0 Ending \$0

Reason for Leaving: internship position. Needed 120 hrs. to receive certificate.

Have you ever been fired from any previous place of employment? If so, please explain: Yes, I had not received any calls to work in 2 years and learned that I was dismissed w/ out any reason.

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No X
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: Joanne Vargas Telephone No. (408) 971-4447

Address

Occupation: Event staff Relationship: former co worker Number of Years Acquainted: 10

Name: Cassie Reyes Telephone No. (408) 509-9275

Address

Occupation: student / Store worker Relationship: Friend Number of Years Acquainted: 30 yrs.

Name: Telephone No. ()

Address

Occupation: Relationship: Number of Years Acquainted:

Please Read Carefully, Initial Each Paragraph and Sign Below

GV 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.

GV 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.

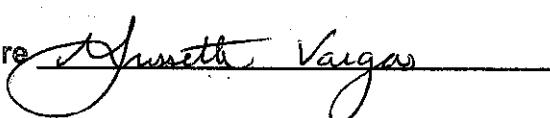
GV I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

GV 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.

GV 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

9/1/18

GRISSETTE VARGAS

1025 Brookwood Ave San Jose, CA 95116 · T: 408-580-6312
USACUBSSTAR915@OUTLOOK.COM

OBJECTIVE:

My name is Grissette (pronounced GRIZ- SET). I'm looking to fulfill a position in the concession department, customer service, office work, etc.

EXPERIENCE

JUN 2016-ONGOING

TITLE: VARIOUS, **COMPANY:** BLUE CREW **LOCATION:** SAN FRANCISCO, CA (MAIN HQ)
***BOH/FOH Food Prep/ Runner; Bar Back at Sports Stadiums (Levi Stadium, Avaya Stadium, California's Great America)**
***Commercial Moving at High Tech Companies, Offices (Google, Netflix, Law Offices)**

MAY 2007- NOV. 2017

TITLE: USHER, **COMPANY:** SHORELINE AMPHITHEATER **LOCATION:** MOUNTAIN VIEW, CA

- Checking tickets at reserved seating area making sure only guests with proper tickets enter seating area
- (For Select Events) Checking ID's at front gates making sure guests are legal age before proceeding inside venue; Ushers may also be asked to scan tickets at the main front gates before guests enter the venue.
- Crowd Control: Making sure guests are safe and following venue rules; clear aisles if needed

DEC 2010- AUG. 2015

TITLE: USHER, **Company:** TEAM SAN JOSE **LOCATION:** SAN JOSE, CA

- Door Guard; not letting anyone except for employee in certain doors
- Assisting guests to their seats for events
- Ticket Taker/ scanning tickets at doors when guest enter the venue; counting tickets at the end of the night

FEB. 2014- MAY 2014 (Volunteer/Internship Position)

TITLE: OFFICE ASSISTANT, **Company:** Dr. Nanci Price Chiropractor Office **LOCATION:** SAN JOSE, CA

- Calling patients reminding them of upcoming appointments
- Office cleaning
- Filing patient records
- Calling insurance companies checking insurance status on patients

EDUCATION

SEPT. 1998- JUNE 2002

HIGH SCHOOL DIPLOMA SAN JOSE HIGH SCHOOL **LOCATION:** SAN JOSE, CA

High school coursework, involved in the cooking club,

FEB. 2004- MAY 2008

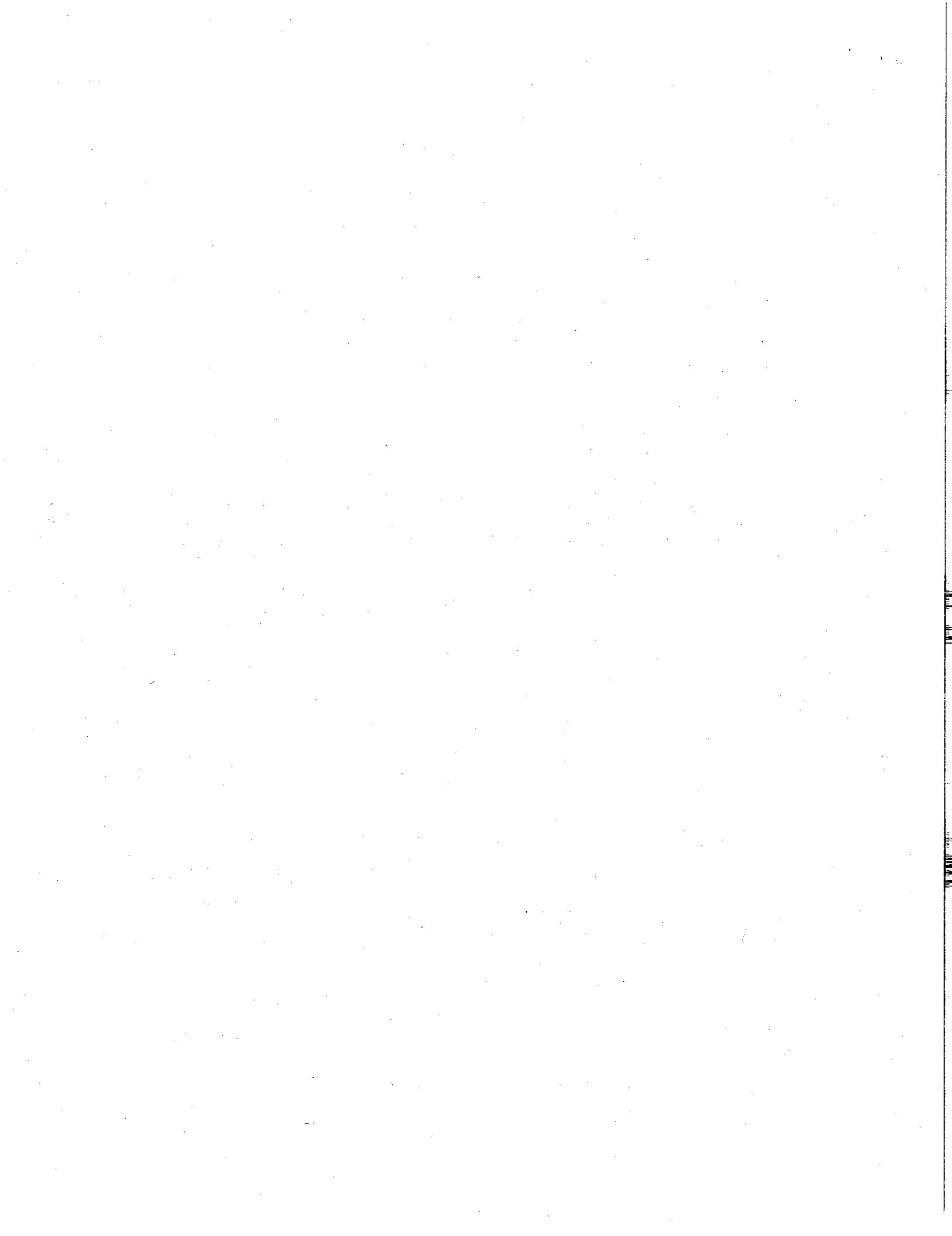
NONE- SAN JOSE CITY COLLEGE **LOCATION:** SAN JOSE, CA

Completed 50+ units; Was a website coordinator for Philosophy Club in 2007

AUG. 2010- MAY 2014

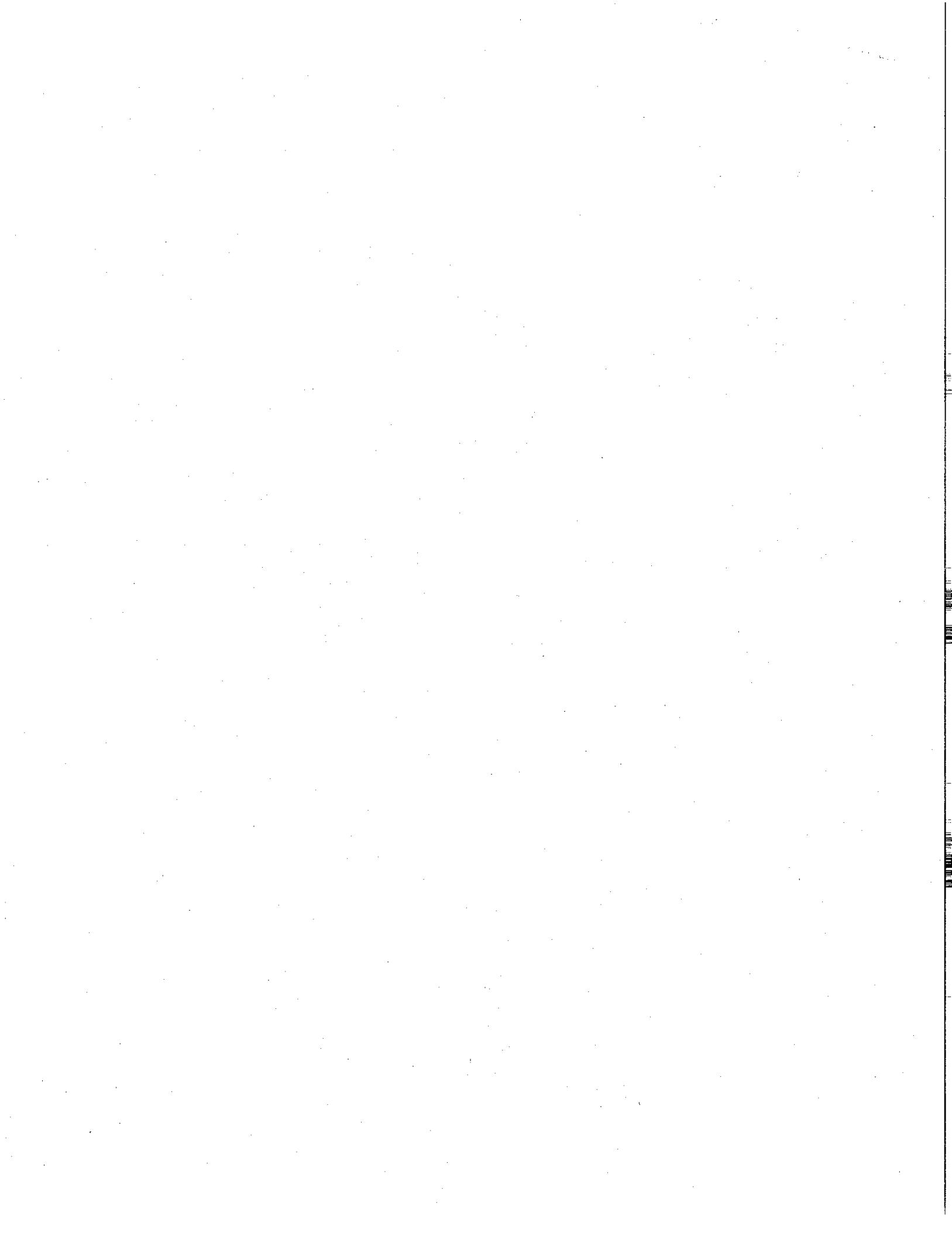
MEDICAL OFFICE RECEPTION CERTIFICATE- WEST VALLEY COLLEGE **LOCATION:** SARATOGA, CA

Completed 30+ units in some general education and 15 units in Health Care Tech program and graduated.



SKILLS

Team Player
Positive attitude
Quick learner
Working well under pressure
40+ WPM typing speed



NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Grisette Vargas
Start Date: 10/17/2019

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: Acrobat Outsourcing - The Service Companies

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126

Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126

Telephone Number: (408) 944-0772

WAGE INFORMATION

Rate(s) of Pay: \$19/hr Overtime Rate(s) of Pay: \$28.5/hr

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: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

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)

Ngoc Ho

(PRINT NAME of Employer representative)

Nguyen

(SIGNATURE of Employer Representative)

10/17/2019

(Date)

Grissette Vargas

(PRINT NAME of Employee)

Grissette Vargas

(SIGNATURE of Employee)

10/17/19

(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.