Acrobat outsourcing
Your Hospitality Staffing Professionals

Name: Rosa Vargas-Millan

Taborca ID: 48239

Date of Hire: 09/04/18

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

Interview Note Sheet

Applicant Information	
Name: Rosa Vargas-Millan	Interviewer: Alaura
Date: 09/04/2018	Rate of Pay:
Position (s) Applied for: server, cashier	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

evenings / weekend
5pm & after
FHC -
has kids - 3
20+ years customer service
hard worker, fast learner
substitute teacher in day

great listener
people person
genuine

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 S. 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: Rosa Vargas-Millan

Start Date: 09/04/2018

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: Acrobat Outsourcing San Jose

Physical Address of Main Office: 1585 The Alameda, San Jose, CA 95126

Mailing Address: Same

Telephone Number: 408-483-4271

WAGE INFORMATION

Rate(s) of Pay: $16.50 Overtime Rate(s) of Pay: $ 24.75

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

☐ Other (provide specifics): Cashier / Server

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)

Aaron Cheung
(PRINT NAME of Employer Representative)

(SIGNATURE of Employer Representative)

09/04/2018
(Date)

Rosa Vargas-Millan
(PRINT NAME of Employee)

(SIGNATURE of Employee)

9/4/18
(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.

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 Rosa Vargas-Milan Date: 9/4/18

Home Telephone (408) 679-6030 Other Telephone (___) ___

Present Address 473 Clise Ct., San Jose CA

Permanent Address, if different from present address: ___

Email Address pazrvm@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server/events, admin., cashier **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 X No___

Temporary work, e.g., summer or holiday work? Yes X No___ From: ___ To: ___ (summer/winter break) *more availability

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 X No___ If hired, on what date could you start working? ___

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM	3pm-11pm	6pm-11pm	6pm-11pm		6pm-11pm		5pm-11pm

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

PERSONAL INFORMATION

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___

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?
Abraham Lincoln HS	San Jose, CA	4	Yes
SDSU	San Diego, CA	4	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: Excellent Customer Service, fast-paced environment, food handler Certificate, & BARISTA			

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 X No___ ***If so, may we contact your current employer?*** Yes X No___

Name and Address of Employer Swing Education

Type of Business Sub Contractor Telephone No. (650) 413-9268 Supervisor's Name Carl

Your Position and Duties Substitute Teacher

Dates of Employment: From 09/2016 To present Weekly Pay: Starting 180 - 200 Daily Ending

Reason for Leaving: currently employed

Name and Address of Employer Total Success

Type of Business Catering Telephone No. (650) 422-6573 Supervisor's Name Lisa / Stacie

Your Position and Duties bussing, set-up, serving, & pick-up some light bartending

Dates of Employment: From 05/18 To currently Weekly Pay: Starting 16.50 Ending 16.50

Reason for Leaving: still employed; but most jobs are up by SF!

Name and Address of Employer LGC

Acrobat outsourcing
Your Hospitality Staffing Professionals

Type of Business Catering/Hospitality Telephone No. (650) _____ Supervisor's Name Lisa
Your Position and Duties Server
bussing, customer service, server, events

Dates of Employment: From 04/18 To currently Weekly Pay: Starting 17.00 Ending 18.50
Reason for Leaving: seeking more work; most is dishwasher
Name and Address of Employer Walgreens
Type of Business Retail Telephone No. (408) 371-5426 Supervisor's Name Scott
Your Position and Duties cashier, customer service, inventory

Dates of Employment: From 5/17 To 7/18 Weekly Pay: Starting 10.50 Ending 13.50
Reason for Leaving: seeking something w/ more pay
Have you ever been fired from any previous place of employment? If so, please explain: no

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes___ No 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: Manela Figueroa Telephone No. (408) 963-7214
Address 478 Clise Ct.
Occupation: Payroll Relationship: friend Number of Years Acquainted: 20+

Name: Manela Santillan Telephone No. (408) 834-5041
Address 1501 Fallen Leaf Dr.
Occupation: engineer/admin Relationship: friend/ x-coworker Number of Years Acquainted: 30+

Name: Anna Rochin Telephone No. (408) 406-5882
Address 1 Denio Wy, Gilroy CA
Occupation: office manager Relationship: friend/ x-coworker Number of Years Acquainted: 20+

Acrobat outsourcing
Your Hospitality Staffing Professionals

Please Read Carefully, Initial Each Paragraph and Sign Below

RVM 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.

RVM 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.

RVM 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.

RVM 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.

RVM 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 R J Mill **Date** 9/4/16

Acrobat outsourcing
Your Hospitality Staffing Professionals

Name _____

Servers Test

Score 31/35 -4

89%

Multiple Choice

b 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

a 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 dinning 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

D **Scullery**
E **Queen Mary**
A **Chaffing Dish**
G **French Passing**
B **Russian Service**
F **Corkscrew**
C **Tray Jack**

A. Metal buffet device used to keep food warm by heating it over warmed water
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)
C. Used to hold a large tray on the dining floor
D. Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F. Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

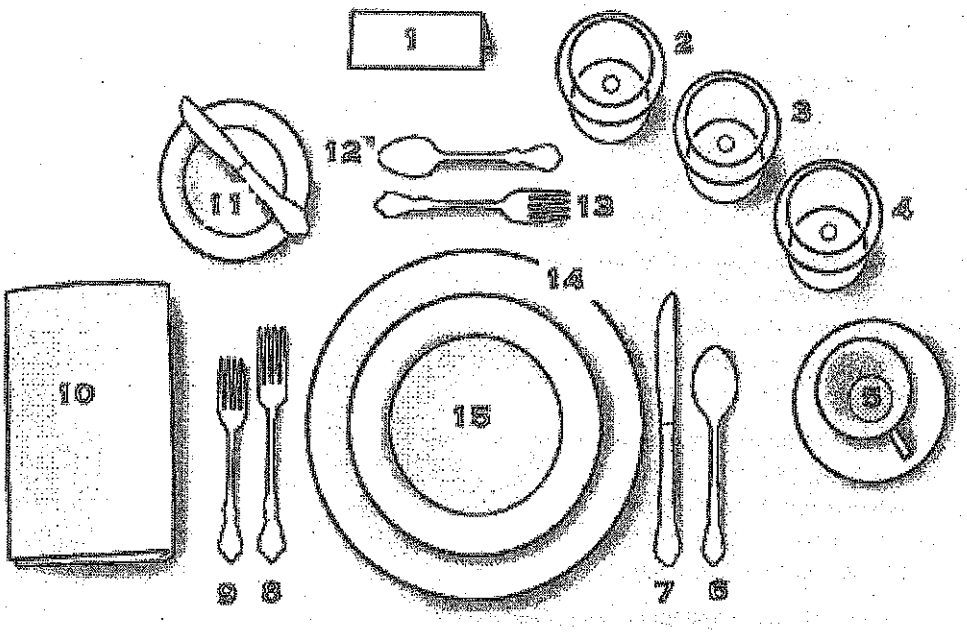
-2

Acrobat outsourcing
Your Hospitality Staffing Professionals

Name _____

Servers Test

Score ___ / 35



Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
11	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
1	Name Place Card	7	Dinner Knife
12	Teaspoon	3	Wine Glass (Red)
13	Dessert Fork	9	Salad Fork
6	Soup Spoon	14	Service Plate
15	Salad Plate	2	Wine Glass (White)
4	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? sugar + creamer
3. Synchronized service is when: you have formal setting everyone served @ same time
4. What is generally indicated on the name placard other than the name? Name + entree
5. The Protein on a plate is typically served at what hour on the clock? 6:00
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
   * Talk w/ Supervisor/ Captain for Request

-2

Acrobat outsourcing
Your Hospitality Staffing Professionals

Cashier Test

Score 13 / 15

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

87%

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

___ 6) What is the current sales tax rate in your city 9.25%?

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

1.25
.90
.79
2.94

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

21.00
14.50
35.50

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

3.75
4.25
8.00

g 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

7.50
2.50
5.00
6.50
21.50

100.50
− 21.50

-1

Acrobat outsourcing
Your Hospitality Staffing Professionals

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

Question & Answer:

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

14) What are the acceptable forms of ID for alcohol purchases? CDL / CA ID / Passport

15) How many $20 bills are in a bank band? ~~500~~ 25

-1