Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: **Joseph Gomez**

Taborca ID: **48567**

Date of Hire: _____ / _____ / _____

Date of *Re-Act*: **7** / **22** / **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
- 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)

- ✓   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
- o   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 (notify payroll) 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
- o   New Hire List (all fields)
- ✓   Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

Applicant Information

Name: Joseph Gomez		**Interviewer:** McKenna	
Date: 7/22/2019		**Rate of Pay:** $17.00	
Position (s) Applied for:		**Referred by:**	

Test Scores

Server	/35	%	Bartender	/35	%	
Prep Cook	/20	%	Barista	/15	%	
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/14	%	

Seeking: Full-Time / Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Re-Act

* Was originally hired in Sept. 2018

* Already submitted
FHC

P.O.S. Experience: Y / N   *details:* _____

Transportation

(Car)   Public Transit   Carpool (Rider / Driver)

Regions Available to work:

San Jose / Mountain View / Palo Alto

Certifications (if any)

TiPS   (Serv-Safe)   LEAD   Other _____   Will Submit

Availability

Open   (AM only)   PM only   (Weekdays only)   ~~Weekends only~~

Details: Mon-Fri

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:

JOSEPH MICHAEL

JAPANTOWN SAN JOSE, CA • TempleClothier@gmail.com • 408-497-4130

OBJECTIVE

An enthusiastic innovative Artist seeking opportunity growth within an industry to build a better Network Foundation and Further My Skill & Trade, Areas of experience include:

Culinary	**Performing Arts**	**Stage Hand & events**
Retail Sales	**Customer Service**	**Non Profit Organization's**

PROFESSIONAL QUALITIES, SKILLS, ATTRIBUTES

- Able to Build Set up Small Kitchen Concepts For Companies utilizing precise strategies
- Reputation for putting guests at ease with an amiable disposition, handling large crowds under pressure, and maintaining composure in stressful situations.
- History of providing clear, polite, and positive communication with diverse guests and co-workers to ensure seamless order placement.
- Flexible—willing to take on a variety of tasks in a timely Fashion
- Uncommon organizational skills and the ability to meet deadline.
- Recognized for outstanding work ethic, integrity, thoroughness and commitment to company goals and standards.
- Reputation For Creating memorable experiences and keeping a repetitive clientele
- Experienced on **P.O.S systems i.e.: Clover, Aloha, digital dining, Square, clover**

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS:

Facebook (FlagShip Culinary) – Catering & Events (FOH)
(Menlo Park, CA) October 2018 – Present

- Reviews Scheduled Catering events weekly To Determine Ordering Needs.
- Examines event sites for set-up Options For Equipment, Chaffers, Décor, and Linen.
- Maintains Inventories of all catering supplies And/or related items
- Attends To Day-to-day Problems and Needs Concerning equipment and food supplies; Detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment.
- Comprehensive knowledge of supporting other areas of the Concepts as requested; i.e., Prep, cutting, Slicing, monitoring volume of Café & Follows Up with clients to ensure customer satisfaction
- Knowledge of Food Preparation and presentation Methods, Techniques, and quality standards.
- Ability to analyze event requests and to assess catering product and equipment requirements.

Vela Café & Salad Bar- Assistant General Manager/Key holder Jun 2016 – June 2018

- Responsible for all Opening & Closing procedures
- Test & monitor all equipment throughout the day.
- Maintain High Food Quality assurance for Guests
- Responsible for Cooking and prepping Breakfast/lunch Items
- Manage the restaurant in the absence of the manager and follow all policy and procedures.
- Responsible for all inventory including Front & Back of The house
- Increase sales and minimize costs, including food, beverage, supply & utilities.
- Properly cut beef/lamb/pork and chicken from rotating machinery

Randy Peters Catering & Event Center (Captain/Catering) Oct 2016- July 2017

- Set Up tables, linens, chairs, and serving stations for full service banquet Events
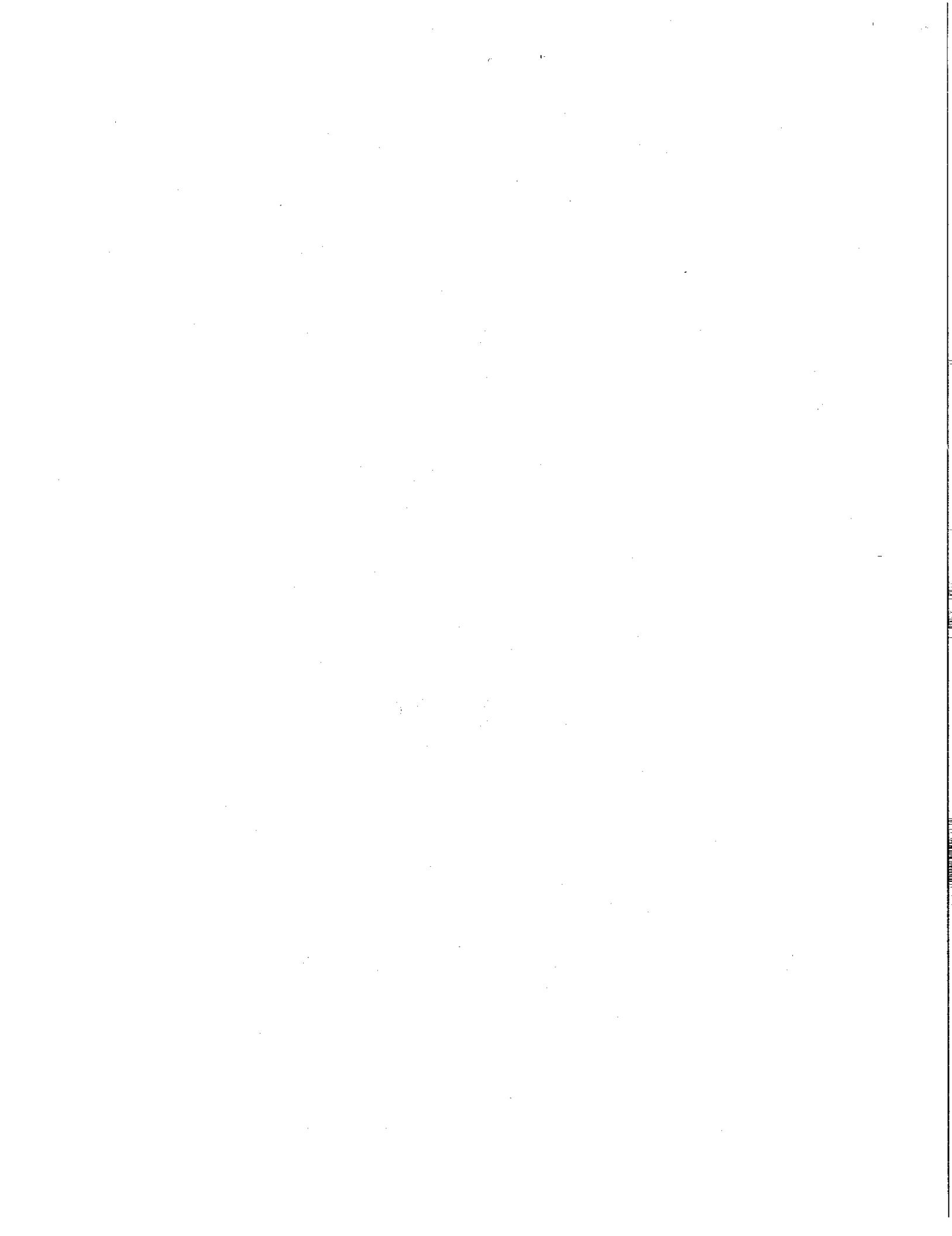
- Maintain clean and organized dining area to facilitate workflows and minimize safety hazards.
- Serve beverage & foods in designated order and quickly remove dishes at end of each course
- Knowledgeable of company promotions, events, and offerings.
- Cleaned and packed unused food dishes utensils and equipment.
- Maintaining the highest of customer satisfaction to build relationships and enrich lives.
- Responsible for loading and unloading all proper credentials for any specific event
- Managing vendors and banquet servers to execute perfect weddings or events

Silicon Valley Capital Club
Lead Server/beer tender   **(San Jose, CA) May 2014 - March 2016**
- Maintained proper fine dining atmosphere and settings.
- Executed Daily Menu presentation and Shared distinguished facts on gourmet menu items
- Engaged with club members by providing outstanding service to increase customer loyalty.
- Utilized expansive knowledge of mixed beverages, fine wines, specialty liquors, and craft beers to serve customers and support wait staff.
- A forerunner and ambassador of all company promotions, events, and offerings.
- Estimated product demand according to seasonal trends and popularity; maintained appropriate inventory to avoid overage or depleted stock.
- poured, and served drinks for bar clientele as well as restaurant wait staff
- received a high letter of recommendation from a very special client
- utilized organization skills to manage business resources including time and money
- Trained new hires

Peet's Coffee & Tea@ Specialty's
Barista/Lead   **(San Jose, CA) December 2013-January 2015**
- Built instant rapport and provided enthusiastic service to each customer.
- Recommended additional products to customers through ongoing interactions upselling.
- Performed cash handling and cash register functions in an accurate and consistent manner.
- Maintained a calm presence during periods of high volume.
- Established professional and friendly relationships with customers to personalize their experience.
- Crafted all Peets menu items as well as innovated drinks of my own
- Maintained suburb customer service and built repetitive clientele
- Excellent attendance record and always brought a smile to work

Whispers Café & Creperie
Bartender/Server/Cashier   **(San Jose, CA) April 2010 – October 2011**
- Expo/Server; Front line server, completed customer food orders.
- Experienced in espresso bar
- Expedited and delivered food orders to the main lobby and patio.
- Maintained restaurant stock levels, cleanliness, and sanitation.
- Assisted with cleaning before opening or after closing restaurant.

References: References furnished upon request

Prep Cooks Test　　　　　**Score** 10 / 20

50%
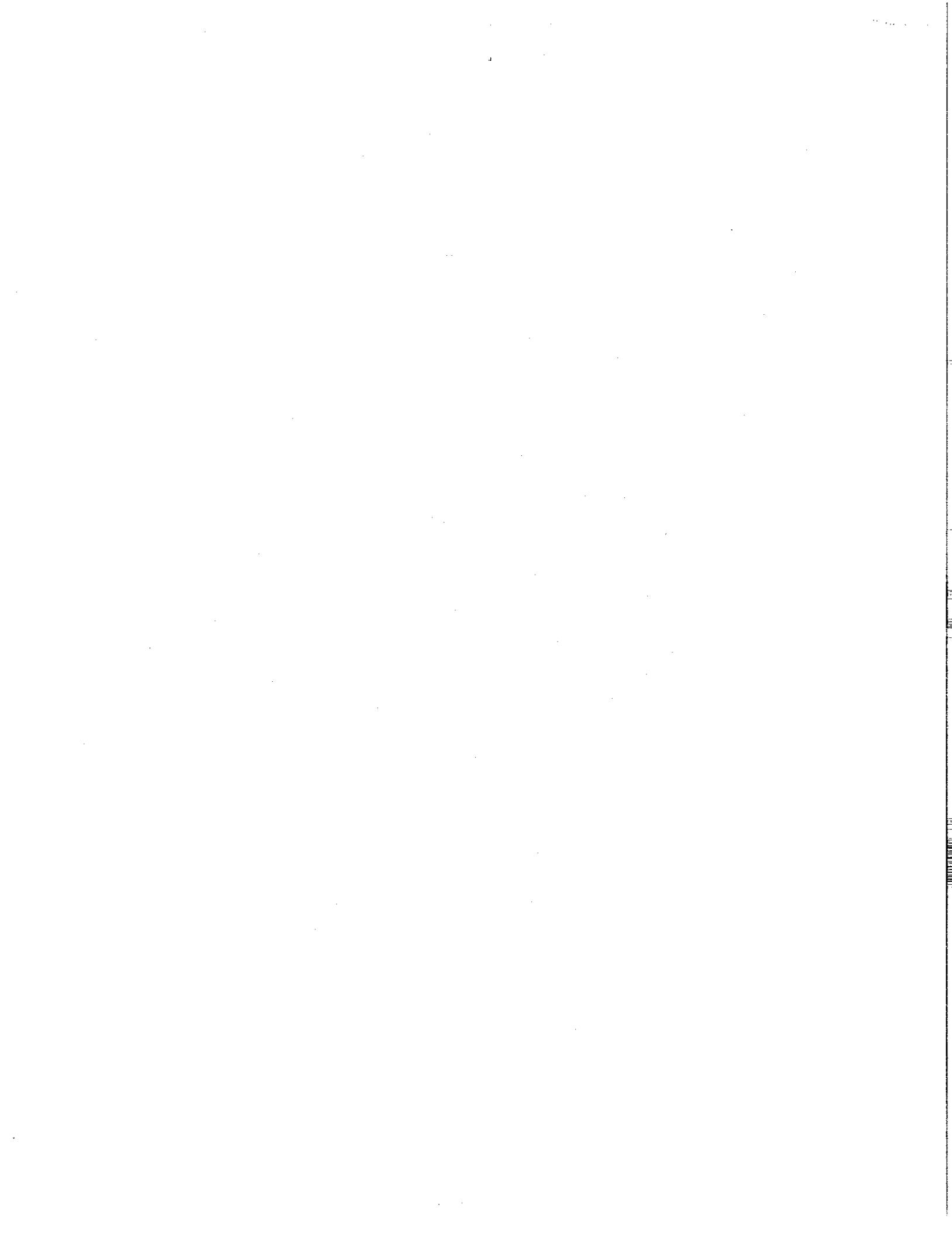
<u>Multiple Choice</u> (1 point each)

C **1)** A gallon is equal to _____ ounces

    a. 56

    b. 145

    c. 32

    d. 128

A **2)** Mesclun are what type of vegetable?

    a. Roots

    b. Beans

    c. Salad Greens

    d. Spices

d **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

b **6)** Which of the following ingredients would you pack before measuring?

    a. Olive Oil

    b. Salt

    c. Brown Sugar

    d. White Sugar

A **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

Prep Cooks Test

_d_ **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

_c_ **10) Which of the following can you use to put out a grease fire?**
   a. Baking Soda
   b. Baking Powder
   c. Flour
   d. Water

_A_ **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

_B_ **15) Which spoon is used to remove fat from soups and stews**
   a. Basting Spoon
   b. Ladle
   c. Slotted Spoon
   d. Portion Spoon

_C_ **16) Which of the following means to cook in a small amount of fat?**
   a. Season
   b. Sauté
   c. Broil
   d. Boil
   e. Fry

_A_ **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

_A_ **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) _Salt_ & _Pepper_ are the basic seasoning ingredients for all savory recipes.

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

NOTICE TO EMPLOYEE
Labor Code section 2810.5

Employee Name: Joseph Gomez

Start Date: _____

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

Physical Address of Main Office: 1871 The Alameda, Suite 110 San Jose

Mailing Address: " "

Telephone Number: 408 844 0772

Rate(s) of Pay: $17.00   Overtime Rate(s) of Pay: $25.50

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

DLSE-NTE (rev 9/2014)

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)

Joseph Michael Gomez

(PRINT NAME of Employer representative)

_____

(SIGNATURE of Employer Representative)

_____

(Date)

Joseph Michael Gomez

(PRINT NAME of Employee)

_____

(SIGNATURE of Employee)

7-22-19

(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.

DLSE-NTE (rev 9/2014)

Acrobat outsourcing
Your Hospitality Staffing Professionals

Name: __Joseph Gomez__

Taborca ID: __48567__

Date of Hire: __09 / 18 / 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)

- ✓ 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
- o 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
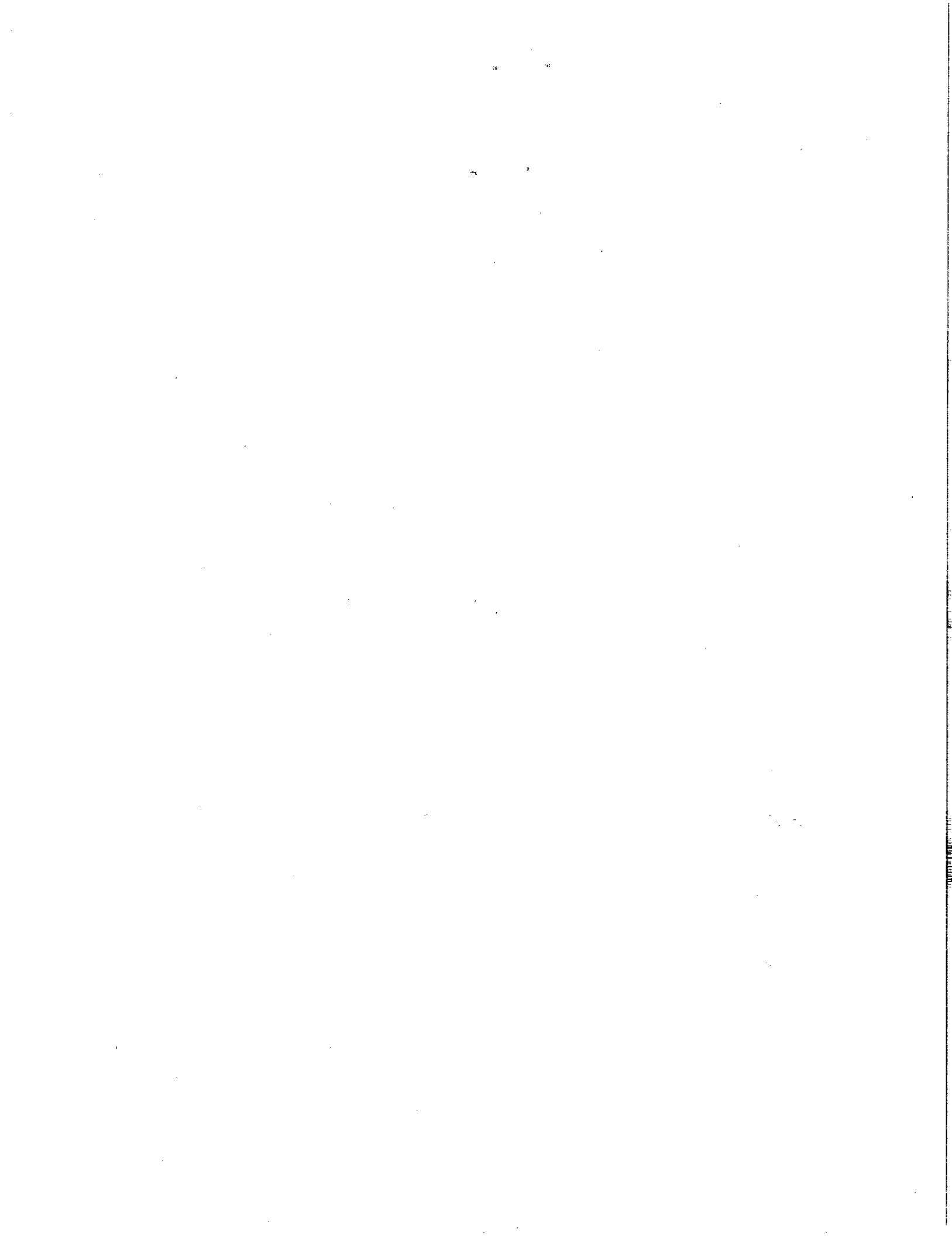
Interview Note Sheet

Applicant Information

Name: Joseph Gomez	Interviewer: Alaura
Date: 09/18/2018	Rate of Pay:
Position (s) Applied for: Buffet server	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

was in food for 4 years
people person, personable

Total of _____ in Food Service

Cuisines

looking for FT

1
2   Johnson & Williams — online food & beverage
3   management

Stations:

1   SJSY — Buffet
2   @ 11am – 8pm   events are ok
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)		(S. Peninsula)	

Certifications (if any)

TIPS   Serv-Safe   LEAD   Other FHC   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:
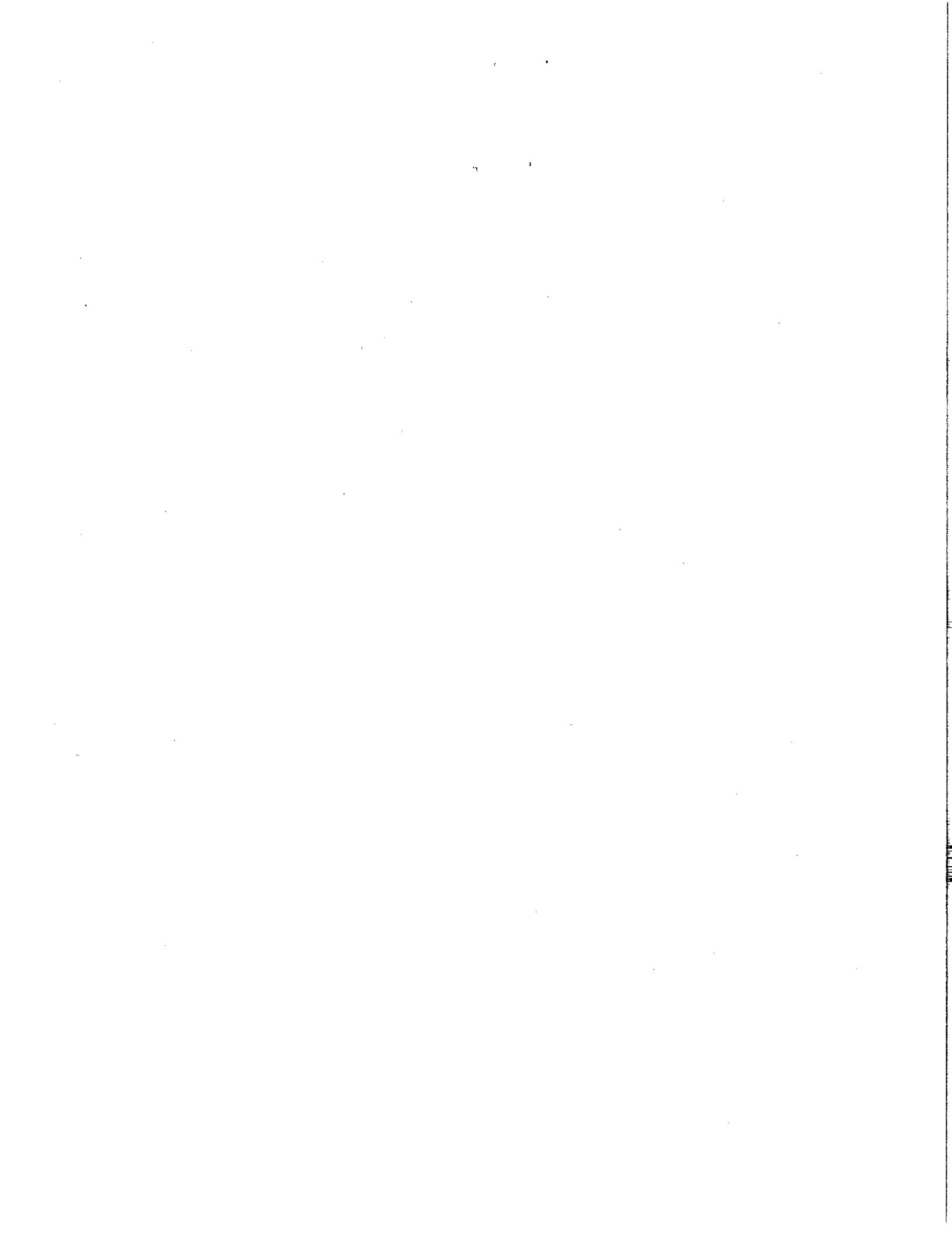
JOSEPH MICHAEL GOMEZ

MARMONT WAY SAN JOSE , CA • templeclothier@gmail.com • 408-449-7618

OBJECTIVE

An enthusiastic innovative professional seeking Full Time opportunity to grow within a company, build business relationship, and create a better future. Areas of experience include:

Brand Ambassador	Time management	Cash Handling
Retail Sales	Customer Service	Event planning

PROFESSIONAL QUALITIES, SKILLS, ATTRIBUTES

- Able to Build a Startup Company from Scratch utilizing marketing strategies, Social media etc.
- Reputation for putting guests at ease, handling large crowds, and maintaining composure in stressful situations.
- History of providing clear, polite, and positive communication with diverse guests and co-workers to ensure seamless order placement.
- Flexible—willing to take on a variety of tasks in a timely Fashion
- Uncommon organizational skills and the ability to meet deadline.
- Recognized for outstanding work ethic, integrity, thoroughness and commitment to company goals and standards.
- Reputation For Creating memorable experiences and keeping a repetitive clientele
- Experienced on *P.O.S systems i.e.: Clover, Aloha, digital dining, Square*

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS:

Vela Café & Salad Bar- (Assistant General Manager/Key holder)   Jun 2016 - Present

- Responsible for all Opening & Closing procedures
- Test & monitor all equipment throughout the day.
- Maintain High Food Quality assurance for Guests
- Responsible for Cooking and prepping Breakfast/lunch Items
- Ensuring High Standard & professional Customer Service
- Manage the restaurant in the absence of the manager and follow all policy and procedures.
- Responsible for all inventory including Front & Back of The house
- Increase sales and minimize costs, including food, beverage, supply & utilities.
- Properly cut beef/lamb/pork and chicken from rotating machinery

Randy Peters Catering & Event Center
(Captain/Bartender)   (Sacramento, CA)   Oct 2016- present

- Set Up tables, linens, chairs, and serving stations for full service banquet Events parties up to 450, weddings, celebration of life, graduations, exclusive VIP clientele
- Maintain clean and organized dining area to facilitate workflows and minimize safety hazards.
- Serve beverage & foods in designated order and quickly remove dishes at end of each course
- Knowledgeable of company promotions, events, and offerings.
- Cleaned and packed unused food dishes utensils and equipment.
- Maintaining the highest of customer satisfaction to build relationships and enrich lives.
- Responsible for loading and unloading all proper credentials for any specific event
- Managing vendors and banquet servers to execute perfect shows or events
- Running the sales in office in the absence of the sales manager
- Close sales & Finalize contracts with clients
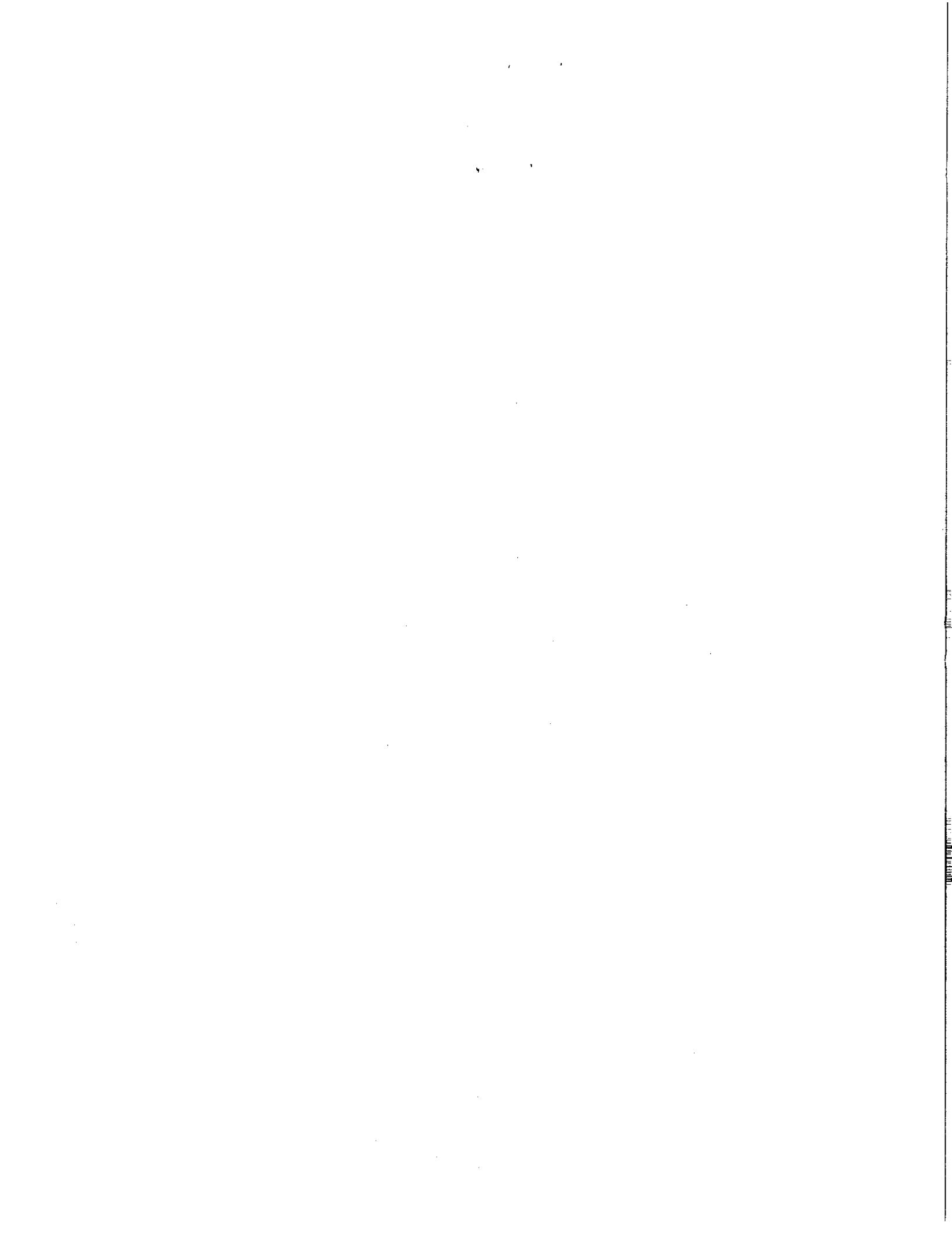
Silicon Valley Capital Club
(Server/beer tender)   **(San Jose, CA) May 2014 - March 2016**
- Maintained proper fine dining atmosphere and settings.
- Executed Daily Menu presentation and Shared distinguished facts on gourmet menu items
- Engaged with club members by providing outstanding service to increase customer loyalty.
- Utilized expansive knowledge of mixed beverages, fine wines, specialty liquors, and craft beers to serve customers and support wait staff.
- A forerunner and ambassador of all company promotions, events, and offerings.
- Estimated product demand according to seasonal trends and popularity; maintained appropriate inventory to avoid overage or depleted stock.
- poured, and served drinks for bar clientele as well as restaurant wait staff
- received a high letter of recommendation from a very special client
- utilized organization skills to manage business resources including time and money
- Trained new hires

Peet's Coffee & Tea@ Specialty's
(Barista/Lead)   **(San Jose, CA) December 2013-January 2015**
- Built instant rapport and provided enthusiastic service to each customer.
- Recommended additional products to customers through ongoing interactions upselling.
- Performed cash handling and cash register functions in an accurate and consistent manner.
- Maintained a calm presence during periods of high volume.
- Established professional and friendly relationships with customers to personalize their experience.
- Crafted all Peet's menu items as well as innovated drinks of my own
- Maintained suburb customer service and built repetitive clientele
- Excellent attendance record and always brought a smile to work

Enso Night Club & lounge
(Bartender/Bar-back)   **(San Jose, CA) January 2011 - November 2013**
- Took beverage orders from multiple customers in a high volume environment
- Helped prepare for the night such as stocking all liquor & wine and arrange supplies
- Maintained stability with changing of beer kegs in a timely matter
- Provided induction training for new staff within their first month of employment.
- Comprehensive knowledge of supporting other areas of the lounge as requested; i.e., answering telephones and completing financial transactions checking ID's

Whispers Café & Creperie
(Bartender/Server/Cashier)   **(San Jose, CA) April 2010 – October 2011**
- Expo/Server; Front line server, completed customer food orders.
- Experienced in espresso bar
- Expedited and delivered food orders to the main lobby and patio.
- Maintained restaurant stock levels, cleanliness, and sanitation.
- Assisted with cleaning before opening or after closing restaurant.

References: References furnished upon request
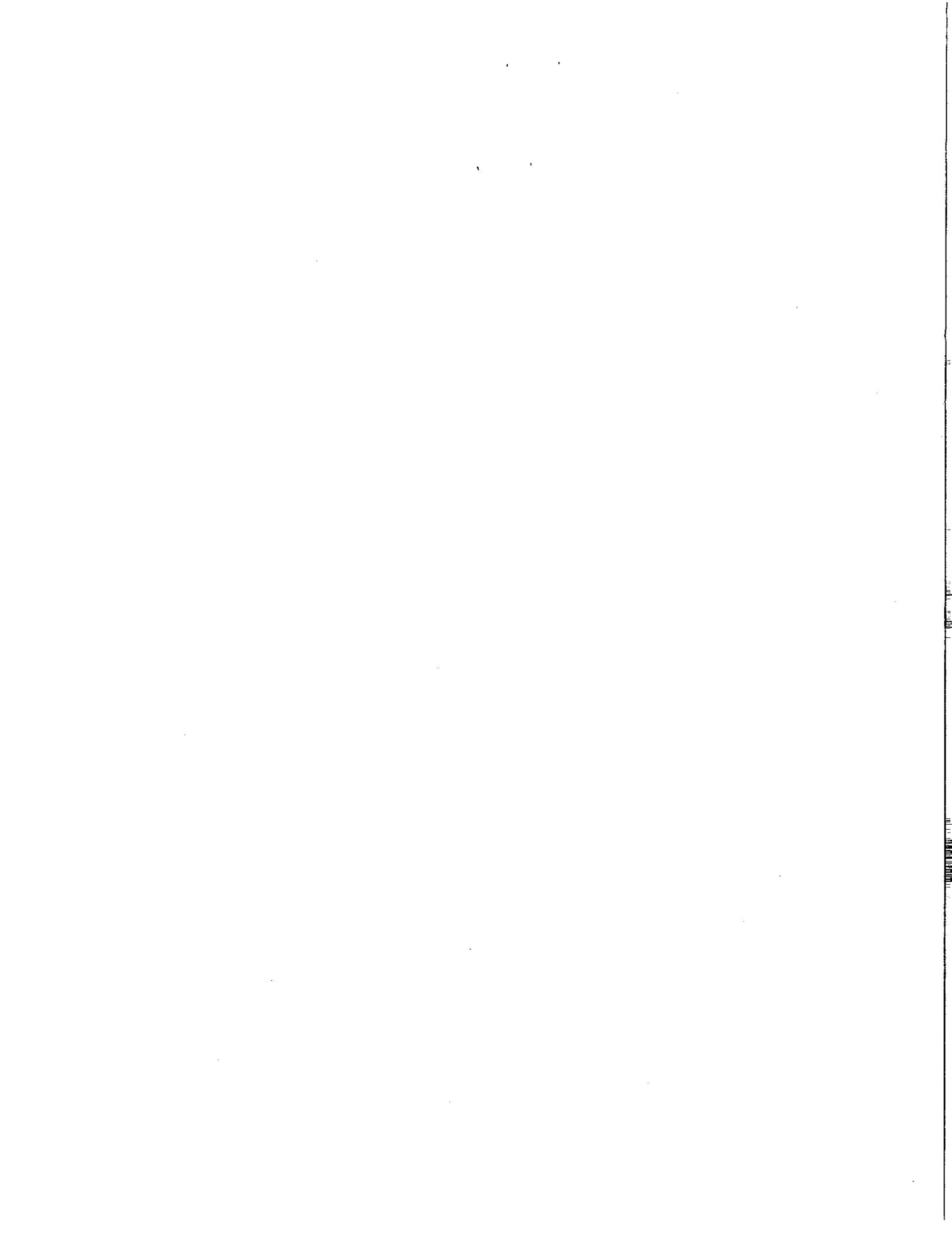
Acrobat
outsourcing
Your Hospitality Staffing Professionals

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 _Joseph Gomez_ Date: _9-18-18_

Home Telephone (___) _____ Other Telephone (_408_) _449-7618_

Present Address _925 North 16th Street_

Permanent Address, if different from present address: _____

Email Address _temple clown@gmail.com_

EMPLOYMENT DESIRED

Position applying for: _Open customer Service_ Salary desired: _17.50_

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

_____

Are you applying for: Full-time work? Yes _X_ 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 _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	X	Open/mornings	Open/mornings	Open/mornings	Open/mornings	Open/mornings	X
PM	X	Open/mornings	Open/mornings	Open/mornings	Open/mornings	open/mornings	X

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?
Lincoln High School	San Jose	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: Aloha POS/ Digital Dining POS/ leapset / Clover / Aldelo			

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 _____

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

Your Position and Duties _____

_____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

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

Your Position and Duties _____

_____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

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

Your Position and Duties _____

_____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

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

Your Position and Duties _____

_____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

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: __Anthony gasa__   Telephone No. (408) 759-9596

Address __N/A__

Occupation: __Warehouse management__ Relationship: __friend__   Number of Years Acquainted: __5__

Name: __lisa peters__   Telephone No. (916) 759-4728

Address __905 vernon St, Roseville, Ca__

Occupation: __Business owner__   Relationship: __friend__   Number of Years Acquainted: __3__

Name: __feras Jewonijah__   Telephone No. (916) 708-5159

Address __1000 i Street__

Occupation: __Business owner__   Relationship: __friend__   Number of Years Acquainted: __3__

3

Acrobat
outsourcing
Your Hospitality Staffing Professionals

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 _9.18.18_

832

Multiple Choice (6 points)

C **1)** Carbonation _____ the rate of intoxication.
a) Slows down
b) Speeds up
c) Does nothing to

B **2)** What are the six most commonly used spirits?
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

B **3)** You can accept an expired ID as long as all other information is correct.
a) True
b) False

B **4)** If someone has had too much to drink, serving them coffee will help sober them up.
a) True
b) False

D **5)** What are the acceptable forms of ID for Alcohol Consumption?
a) State or Governement Issued ID Card or Drivers License
b) Passport or Passport ID Card (as long as it lists the person's date of birth)
c) School ID or Birth Certificate
d) A & B
e) A, B & C

A **6)** If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
a) True
b) False

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

D "Float"

L "Back"

a.) Used to crush fruits and herbs for craft cocktail making

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

d.) To pour ½ oz of a liquor on top

e.) Used to measure the alcohol and mixer for a drink

f.) Used to mix cocktails along with a pint glass and ice

g.) Used on the bar top to gather spills

h.) Requesting a separate glass of another drink

i.) Means to serve spirit room temperature in a rocks glass with no-ice

-2

Bartenders Test   Score   / 35

Glassware (6 points)

Match the correct glass to the drink

Cabernet Sauvignon

Chardonnay

Tom Collins

Vodka Soda

Cosmopolitan

Champagne
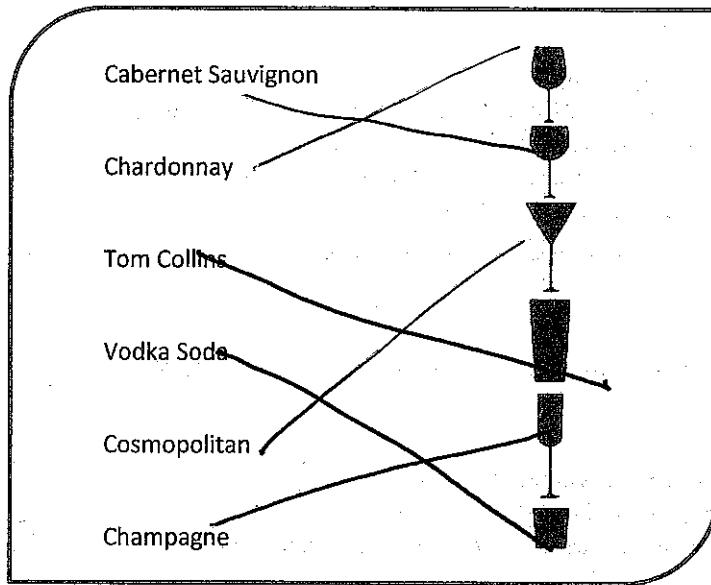
Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): _titos/Hangour on / the glenillit 12 year_

What are the ingredients in a Manhattan? _Bitters/Bourbon/Absenteh/ Shaken/Stirred/on the rocks_

What are the ingredients in a Cosmopolitan? _____

What are the ingredients in a Long Island Iced Tea? _____

What makes a margarita a "Cadillac"? _Hennessy ?_

What is simple syrup? _Sugar/Hot water_

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)
depends on the company Rules and Regulations / this is considered married

What should you do if you break a glass in the ice? _throw it away and Remake_

When is it OK to have an alcoholic beverage while working? _Never!!_

What does it mean when a customer orders their cocktail "dirty"? _____

What are the ingredients in a Margarita? _Salt/tequila/lemon Juice/triple sec_

_4_

Name _____

Servers Test

Score 23 / 35

−12

(66%)

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

B 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

B 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

C Scullery

D Queen Mary

A Chaffing Dish

B French Passing

G 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

−5
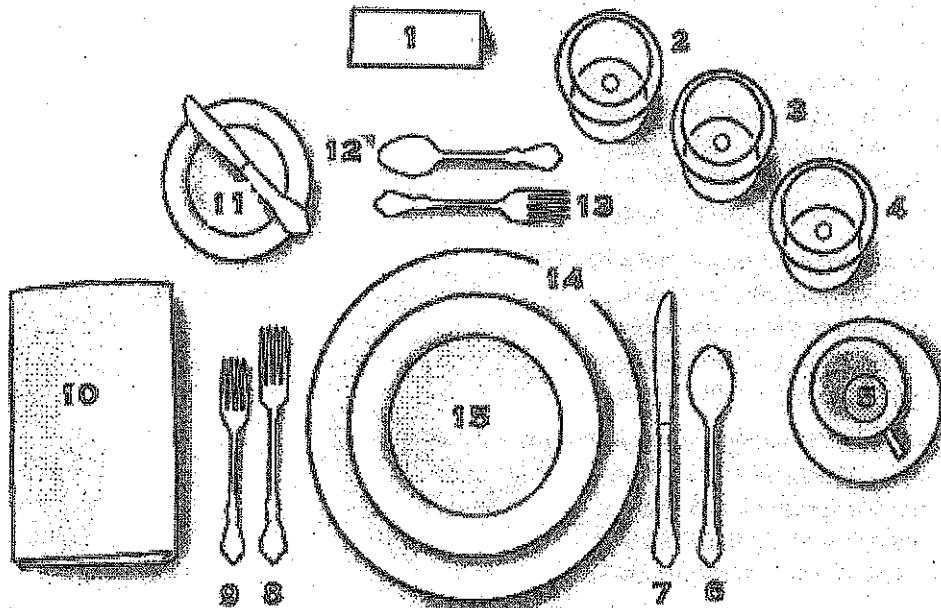
Match the Number to the Correct Vocabulary

_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	_4_	Wine Glass (White)
_2_	Water Glass		

Fill in the Blank

1. The utensils are placed ___2___ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? _Sugars/ Creamers/ napkins_ .
3. Synchronized service is when: _All in one Accord_
4. What is generally indicated on the name placard other than the name? _table #_
5. The Protein on a plate is typically served at what hour on the clock? _Dinner_
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
   We would put Blue or Red sticker dots for those options .

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

L 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 **8.25** ?

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

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

Acrobat
outsourcing
Your Hospitality Staffing Professionals

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

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__

14) What are the acceptable forms of ID for alcohol purchases? __eg: State Id or Passport__

15) How many $20 bills are in a bank band? __1,000__

2

Multiple Choice (1 point each)

45%

D 1) A gallon is equal to _____ ounces
- a. 56
- b. 145
- c. 32
- d. 128

A 2) Mesclun are what type of vegetable?
- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 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

C 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

A 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A 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

-4

d 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

B 10) Which of the following can you use to put out a grease fire?
   a. Baking Soda
   b. Baking Powder
   c. Flour
   d. Water

A 11) What is the temperature range of the danger zone?
   a. 25-135
   b. 40-140
   c. 50-160
   d. 30-130

C 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

B 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

5

_C_   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

_A_   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) _Salt_ & _Pepper_ are the basic seasoning ingredients for all savory recipes.

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

-2
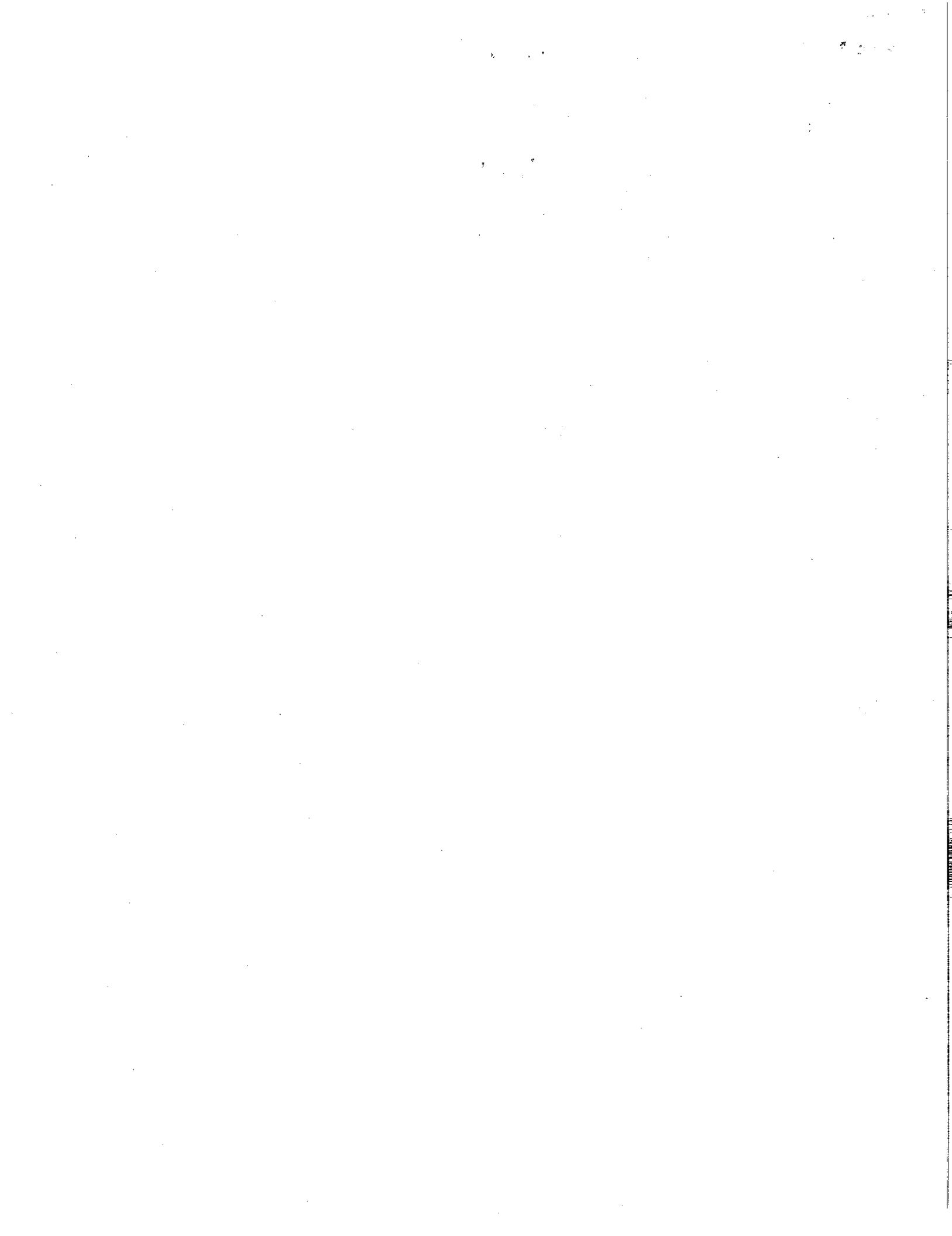
NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: __Joseph Gomez__

Start Date: __09 / 18 / 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: __$17.00__   Overtime Rate(s) of Pay: __$25.50__

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

☐ Other (provide specifics): __Buffet Server @ CJSU__

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__

DLSE-NTE (rev 9/2014)

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)

Alautu Cheung

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

09/18/2018

(Date)

Joseph Gomez

(PRINT NAME of Employee)

(SIGNATURE of Employee)

09-18-18

(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.

DLSE-NTE (rev 9/2014)