



Name: Trini Castenada

Taborca ID: 49427

Date of Hire: 11 / 01 / 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: Trini Castaneda	Interviewer: Alaura
Date: 11/01/2018	Rate of Pay:
Position (s) Applied for: Cashier / Concessions	Referred by: Tammy York

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

- Cashier / concession - customer service experience
- Cuisines
  - Some prep cook experience (SJSU @ Panda?)
  - Other jobs working w/ kids
- 3pm - 8pm Tues, Thurs, Fri, & SAT

### Stations:

Needs THC

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

<input checked="" type="radio"/> Car	Public Transit	Carpool ( Rider / Driver )

## Regions Available to work

SF City	SF North	SF Peninsula	East Bay	Outer East Bay
<input checked="" type="radio"/> San Jose	<input checked="" type="radio"/> South San Jose		<input checked="" type="radio"/> SJ Peninsula	

## Certifications (Not Sure)

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

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:



## Trini Castaneda

San Jose, CA 95112  
[@tcastaneda711@gmail.com](mailto:@tcastaneda711@gmail.com)  
@209-270-4342  
@323-216-1856

### **Objective**

I'm wanting to work with an organization where the contribution of my training and skills in customer service will provide a long term relationship between employee and employer. Being of service to both the employer and the customer, that will enable a promising future in growth and advancement with the company.

### **Core Strengths**

- Strong organizational skills
- Excellent communication
- Courteous demeanor
- Advanced interpersonal skills
- Customer friendly

### **Work Experience**

#### **Market Researcher**

ACFN FRANCHISE INC – San Jose, CA

May 2017 – September 2017

Calling potential clients and collecting information based on our criteria. Data entry, processing leads to make sales.

#### **Deli Worker**

Walmart – Montgomery, AL

July 2016 – January 2017

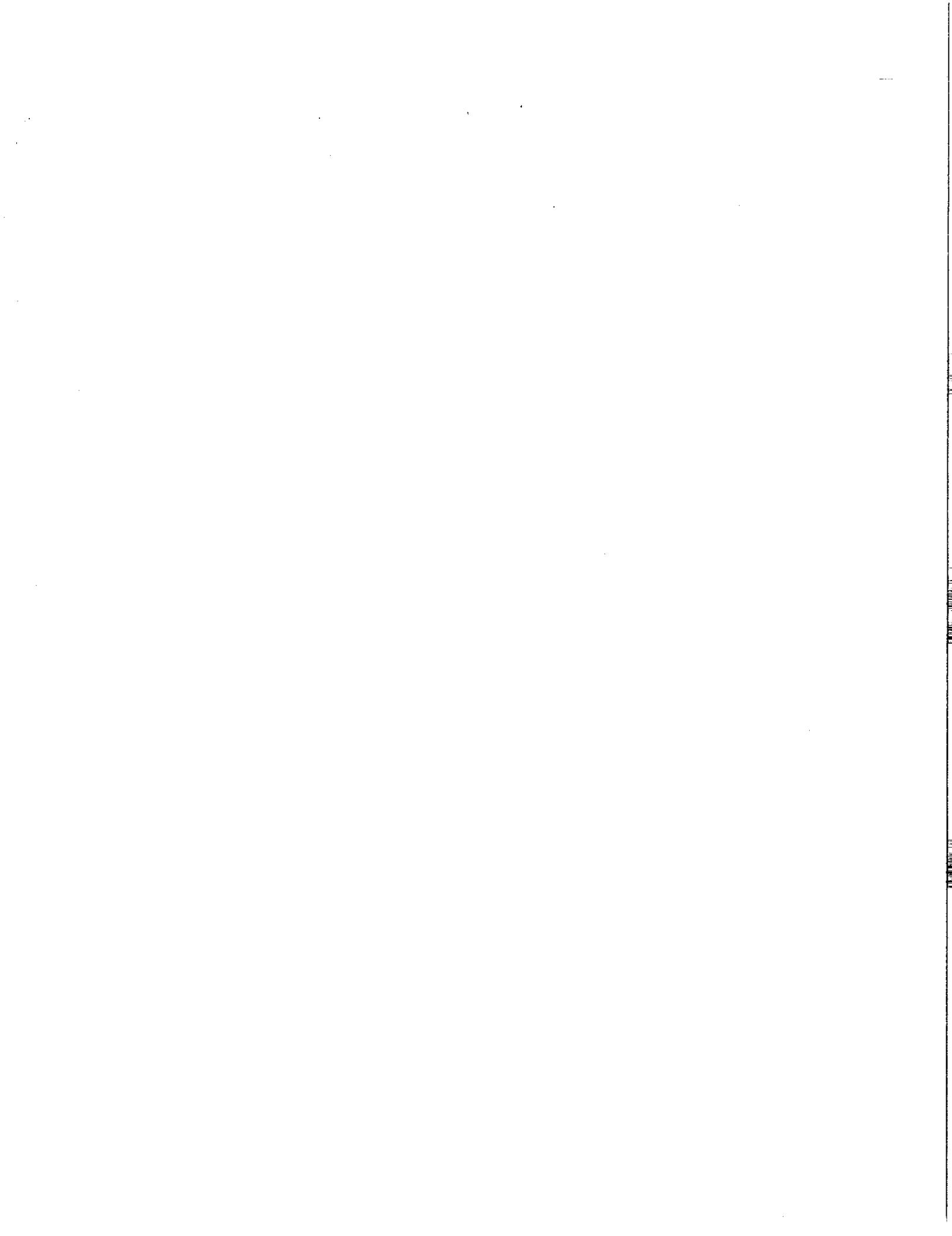
Customer Service, placed orders via telephone and front counter. Served hot plates, kept all working stations clean and sanitized. Inventory control and stocked shelves.

#### **Team Member**

Taco Bell – Tyler, Texas

December 2015 – June 2016

Greeted customers, cash management. Maintained store front and parking lot. Food prep, opened restaurant. Cleaned and sanitized front lobby and public restrooms.



## **Utility Clerk**

Rancho San Miguel – Merced, CA

March 2007- May 2012

Greeted customers, and ascertained customer's needs, answered questions reagarding the store and it's merchandise. Maintained front restrooms and parking lot. Transported customers from store to home. Cover shifts when needed, assisted with training new employees in the same position as myself. Executed daily operations of daily count of inventory, prepping work stations. Ordered supplies and received and signed for invoices. Prepped all foods in large quantities for the public.

## **Shift Manager**

McDonald's Restaurant – Tyler, Texas

May 2005 – February 2006

Supervised a crew of ten, trained new employees on registers. Receiving and handing out food orders. Scheduled and organized daily work schedules. Prepared and cooked requiring short preparation. Structured and maintained restaurant, managed cash and data entry. Inventory control, cleaned all food stations and food equipment.

## **Service Associate**

Trinity Mother Frances – Jacksonville, Texas

December 2003 – June 2004

Responsible for prepping meals nutritionally for patients' diets, (according to doctor's orders). Answered phones, ordered food supplies, inventory control. Signed for all invoices. Prepped weekly menus and successfully handled special request for both doctors' and patients'. Worked effectively with patients' and co-workers.

## **Education**

Argosy University – Phoenix Online Division – Phoenix, AZ

Janurary 2018 – Presently attending

Psychology- Bachelor's program

Christian Women's Job Core Tyler, Texas

January 2016 – May 2016

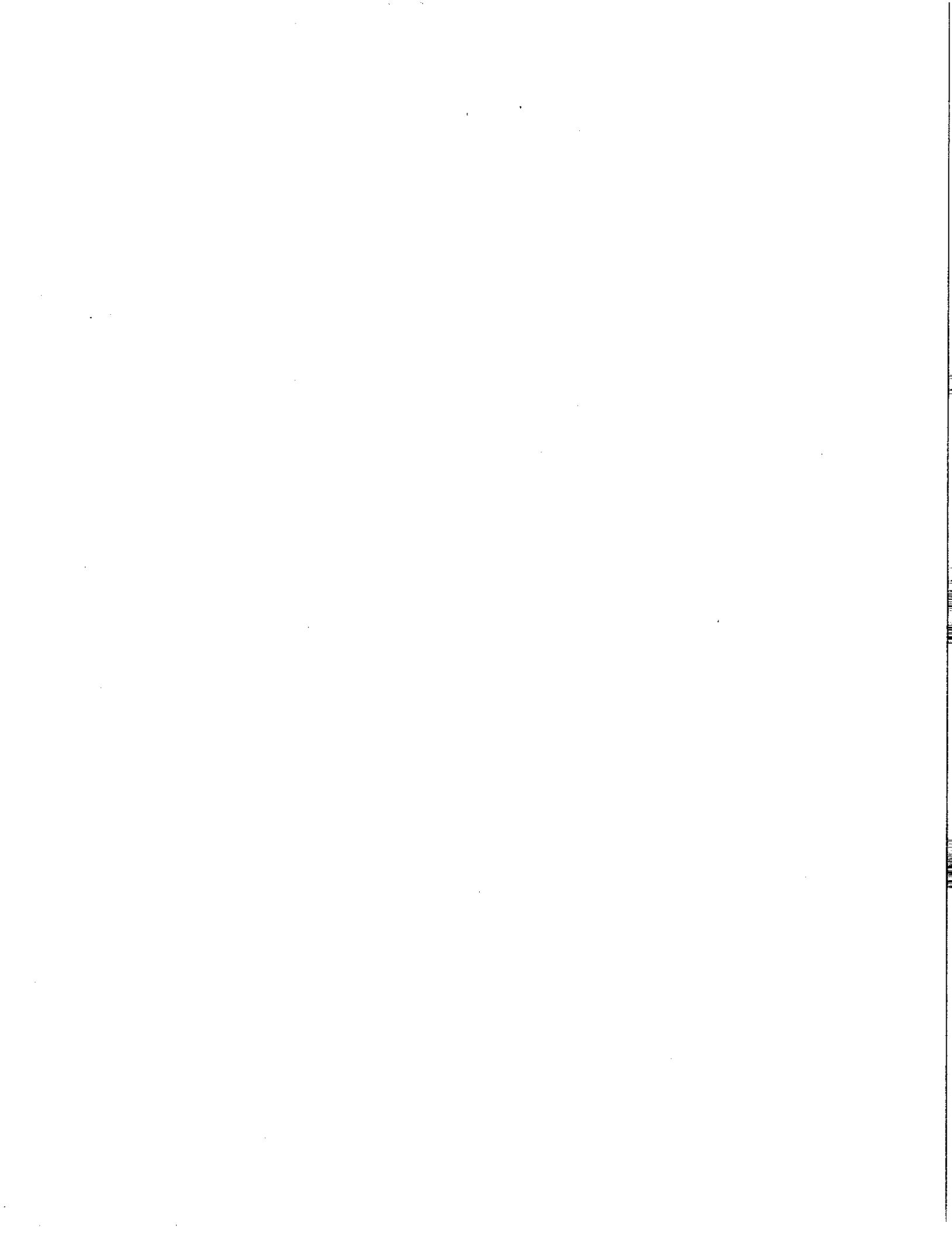
Computer- Office Clerical Training

Collegiate Entrepreneurship Certificate

Merced College – Merced, CA

August 2010 – December 2011

Business Leadership and Business Management



G.E.D. in General Education  
Radcliff Adult Education Center  
Watsonville, CA  
January 1995 – June 1995

## **Additional Information**

While obtaining my Certificate for Business Entrepreneurship, I gained knowledge ~~of~~ working in team projects. How to set and meet all dead lines. How to network with other businesses and received knowledge on how to apply managerial and leadership skills. Working and learning at the same time are my best attributes when it comes to receiving on the job training. Providing good customer service is what's important to me. More importantly than that is keeping good communication between the customer, employer, and myself.

## **References**

Sherleen Stoney  
Atwater, CA  
@209-658-3282

Gina Pollock  
Atwater, CA  
@209-947-3195

Pastor Helen Jones  
@209-580-9337



# 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.

Full Name Toni Castaneda Date: 17-1-18  
 Home Telephone (209) 270-4342 Other Telephone (323) 216-1856  
 Present Address 260 Commercial St. Permanent Address, if different from present address: 50 S. Market St. San Jose CA 95113  
 Email Address tonicastaneda7@gmail.com

Position applying for: Hostess Salary desired: 15.00 +  
 Are you currently registered with any staffing and/or employment agencies? If so, please list NO

Are you applying for: Full-time work? Yes  No  Part-time work? Yes  No   
 Temporary work, e.g., summer or holiday work? Yes  No  From: \_\_\_\_\_ To: \_\_\_\_\_  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral friend 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 the needs of the company. Please list any shifts you are available for.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY
AM	<u>Open</u>	<u>7:15 pm</u>	<u>5 pm</u>
PM	<u>9pm</u>	<u>10 pm</u>	

Do you have any vacations or extended leaves planned in the next 6 months? \_\_\_\_\_

may vary from

ATPA Schedule

3pm - 8pm

Tue, Wed, Thu, Fri, Sat

TURDAY
SET

Sunday open

Monday class

Tuesday after

12 pm

relationship

Have you ever applied to or worked for Acrobat Outsourcing before?

Do you have friends or relatives working for Acrobat Outsourcing?

TAMMY met in work

If hired, would you have a reliable means of transportation to and from work?

If hired, can you present evidence of your legal right to live and work in this country?

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

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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.)

Not able to stooping or bending on knees.

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?
Rock Cliff Adult Ed	Watsonville CA	G.E.D.	Yes
Merced City College	Merced CA	Business Entrepreneur	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".			
Are you computer literate? If so, list software knowledge under "Special".			
Are you proficient with Point of Sales Systems? If so please list which ones under "Special".			
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".			
Special: <i>Housekeeping, serving, setting up tables</i>			

## 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

*ABA of Silicon Valley*

Type of Business

*Behavioral* Telephone No. *408-824-8328* Supervisor's Name *Dn. Bergman*

Your Position and Duties

*Specialist*

*Development Interventionist helping children with autism*

Dates of Employment: From

*10/1/18* To *present* Weekly Pay: Starting *16.00* Ending *16.00*

Reason for Leaving:

*Still in training will be starting soon*

Name and Address of Employer

*ACEN FRANCHISE INC 255 W. Jackson*

Type of Business

*Sales* Telephone No. *( )* Supervisor's Name *Roxanne*

Your Position and Duties

*market research* Supervisor's Name *Roxanne*

Dates of Employment: From

*5/22/17* To *8/29/17* Weekly Pay: Starting *12.50* Ending *12.50*

Reason for Leaving:

*commute to hard*

Name and Address of Employer

*walmart 10710 Chantilly Pkwy*

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OUTSOURCING  
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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: NO

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes        No ✓  
If so, describe: \_\_\_\_\_

## WORK RELATED REFERENCES

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

Name: Gina Johnson Telephone No. 209-947-3805

Address: Atwater CA 95031

Occupation: Customer Service Rep Relationship: Friend Number of Years Acquainted: 10

Name: Dreteen Stoney Telephone No. 209-658-3282

Address: Atwater CA 95031

Occupation: Mentor CSR Relationship: Friend Number of Years Acquainted: 10

Name: Helen Jones Telephone No. 209-580-9339

Address: Merced CA 95348

Occupation: Pastor Relationship: Leadership of church Number of Years Acquainted: 25+

Please Read Carefully, Initial Each Paragraph and Sign Below

*[Signature]*

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.

*[Signature]*

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.

*[Signature]*

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.

*[Signature]*

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.

*[Signature]*

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

*[Signature]*

Date

*11/11/18*

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## Employment Application

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RELEASE PRINT

Full Name Trini Castaneda Date: 17-1-18  
Home Telephone (209) 270-4342 Other Telephone (323) 216-1856  
Present Address 260 Commercial St. San Jose CA 95112  
Permanent Address, if different from present address: 503 Market St San Jose CA 95113  
Email Address trinicastaneda7@gmail.com

POSITION INDICATED

Position applying for: Customer Service Salary desired: 15.00 +

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

NO

Are you applying for: Full-time work? Yes  No  Part-time work? Yes  No

Temporary work, e.g., summer or holiday work? Yes  No  From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral friend 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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Open</u>	<u>7:15 AM</u>	<u>5 PM</u>	<u>7 AM</u>	<u>5 AM</u>	<u>5 AM</u>	<u>Closed</u>
PM	<u>9pm</u>	<u>1pm</u>	<u>9pm</u>	<u>9pm</u>	<u>1pm</u>	<u>1pm</u>	

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  If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship

Tammy met in women's shelter

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

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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.)

Not able to stooping or bending on knees.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Rock Cliff Academy	Watsonville CA	G.E.D.	Yes
Merced City College	Merced CA	Business Entrepreneur	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: <i>Hoteling, serving, setting up tables</i>			

## 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 ABA of Silicon Valley

Type of Business Behavioral Studies Telephone No. 408) 824-8328 Supervisor's Name Dn. Boughman

Your Position and Duties Development Interventionist helping children with autism

Dates of Employment: From 10/31/8 To present Weekly Pay: Starting \$6.00 Ending

Reason for Leaving: Still in training will be starting soon

Name and Address of Employer ACEN FRANCHISE INC 255 W. Jackson

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

Your Position and Duties Market Research

Dates of Employment: From 5/20/17 To 8/29/17 Weekly Pay: Starting 12.50 Ending 12.50

Reason for Leaving: commute to hard

Name and Address of Employer walmart 10710 Cherrity pkwy

## NOTICE TO EMPLOYEE

Labor Code section 2810.5

### EMPLOYEE

Employee Name: Thi Castenada  
Start Date: 11/01/2018

### 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: Acrobat Outsourcing can jobs

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

Mailing Address: " "

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): Cashier / concessions @ Levi's Stadium

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 / P

(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: Intego USA Inc. dba Intego Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> 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.

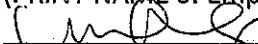
4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

**ACKNOWLEDGEMENT OR RECEIPT**

(Optional)

Alvin Cheung

(PRINT NAME of Employer representative)



(SIGNATURE of Employer Representative)

11/01/2018

(Date)

Alvin Cheung

(PRINT NAME of Employee)



(SIGNATURE of Employee)



(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.