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Your Hospitality Staffing Professionals

Name: Christopher Lovos Phone #: (408) 221 - 5360
Email: Kinggeedoran@gmail.com Taborca ID#: 4946
Address: 1648 Hope dr. #1217 Santa Clara, CA 95054
Date of Birth: 12 / 15 / 1983 SSN: 547-79-2456 Date of Hire: 4 / 5 / 2010

Section One

Employee File Checklist (note "n/a" if not applicable)

- ☐ Resume
- ☒ Application for Employment
- ☒ Offer Letter
- ☐ Food Handlers Card/Certification
  Expiration ____/____/____
- ☐ Alcohol/Liquor Serving Certification
- ☐ I-9 Form and copies of required form(s) of ID (Filed in secured I-9 binder)
- ☐ Sexual Harassment/Harassment Policy Acknowledgement
- ☐ Authorization and Release to Obtain Information
- ☐ Designation of Personal Physician
- ☐ Absenteeism & Tardiness Policy
- ☐ Confidentiality & Non-Disclosure Agreement
- ☐ California Labor Code Form 2810.5 (California Employees Only)
- ☐ Skills Test / Interview notes
- ☐ New Hire Acknowledgement Form
- ☐ Additional Information/Emergency Contact
- ☐ Employee Authorization for Use of Image, Voice, Performance or Likeness
- ☒ W-4 : Single / Married (Circle one)
  Exemptions 1
- ☐ Pay Option
  - ☐ Direct Deposit
    - ▪ Voided Check/Bank Form
  - ☐ Global Cash Card
    - ▪ _____

Section Two

Employee Setup

- ☐ E-Verify Documentation
  CVN#: _____
- ☐ Background Check (Sterling)
  File Ref #: _____
- ☐ Direct Deposit / Global Cash Card form sent to Payroll
- ☐ Attended New Hire Orientation
  Date: ____/____/____
- ☐ New Hire List
- ☐ Taborca
- ☐ Upload Photo
- ☐ Upload Resume & Food Handlers Card

Section Three

Emergency Contact

Name: _____ Phone: (____) ____-____ Relationship: _____

Acrobat OUTSOURCING **ADDITIONAL INFORMATION**

Name: Christopher Lovis

What it your means of transportation?

___ Car ✓ Public Transit ✓ Occasional Car

Are you interested in carpool?

___ Rider ___ Driver ___ Not Interested

What is your work interest?

___ Full Time ✓ Part Time ___ Same Day

Please select the uniforms you own:

✓ Black Vest
___ Bowtie
___ Black Bistro
___ White Bistro
✓ Buisiness Casual
___ Buisiness Professional
___ Chef Knives
___ Chef Whites
___ Black Chef Pants
___ Checkered Chef Pants
✓ Khakis & Polo
✓ 1/2 Tuxedo (No Jacket)
___ Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

___ Corporate Kitchen
___ DW/Porter/Utilty
___ Captain/Manager
___ Catering/Banquet
___ Fine Dining
___ Office Help
✓ Restaurant/Café
___ Conventions/Event
___ Warehouse/Utility
___ Stadium/Arena
___ Food Demonstrator
___ Housekeeping

Please select the areas where you are willing to work:

___ SF - City
___ SF - East Bay
___ SF - North
___ SF - Outer East Bay
___ SF - Peninsula (North of I-92)
✓ SJ - Central
✓ SJ - East (South of 580)
✓ SJ - Outer Area
✓ SJ - Peninsula (South of I-92)
✓ SJ - South

Are you fluent in any other languages? (please list)

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

Micros

How did you hear about Acrobat Outsourcing?

Craigslist.org

Emergency Contact: (must complete)

Name: Lucia Trochez Phone: (408)-648-8816 Relationship: Mom

EMPLOYEE INFORMATION FORM

Employee Name	Christopher L. Lovos
Employee ID	4946
Date of Birth	12.15.1983
Social Security #	547.79.2456
Address	1302 Hope Drive #208 Santa Clara CA 95054

CONTENTS	✓	
Completed Application	✓	
Additional Information Sheet	✓	
Background Check - Criminal	✓	
Background Check - E-Verify	✓	
Sexual Harassment Form	✓	
W-4 & EDD	✓	
TASKS	**✓**	
Entered in Taborca	✓	
Completed I-9	✓	
Background Check - Criminal	✓	
Background Check - E-Verify	✓	
Photo Uploaded	✓	
Submitted W-4 & ID's to Acctng	✓	
GCC / DD / Live Check	✓	need DD info.

Notes

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Cashier Test

Score 9 / 10

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

XC 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

34.50 14.00

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?

b
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

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File Checklist

Name: Lovos, Christopher Employee I.D.#:4946

Employee Address: 1302 Hope Drive #208, Santa Clara, CA 95054

Date of Birth: 12/15/1983 Start date: 04/05/2010

X Background Check ☐ PRG

Section One

X Employee File Checklist

X Additional Information Sheet

☐ Reviews/Objectives **

☐ New Hire Orientation Checklist

X Skills Test(s)

Section Two

X Application

☐ Offer Letter

☐ Resume

☐ Handbook Acknowledgment

X W-4

☐ W-11 (If applicable)

X Sexual Harassment Policy Acknowledgement Form

X E-verify

☐ Status Changes **

☐ Vacation/Sick Form **

☐ Miscellaneous Correspondence **

*Medical enrollment forms can only be included in the file if they don't contain any actual medical information about the employee. If so, please create a separate, discrete file for the medical information of each employee applicable. I-9 forms also go into a separate file and all can be filed together. Background check information should be kept in the confidential file as well.

** Documents that may be added throughout employment as needed and appropriate.

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Date _____

Name

_____

Address

_____

_____

_____

Offer Letter & Acknowledgment

Acrobat Outsourcing is pleased to offer you a position as: Sunset Event

- **Position at the rate(s) of $** 12.00 **per hour starting on** 5/30/14.

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

ACCEPT Job Offer

By signing and dating this letter below, I, Christopher Lovos, accept this job offer of Sunset Event by Acrobat Outsourcing.

Signature _____ Date 05/30/14

OR

DECLINE Job Offer

By signing and dating this letter below, I, _____, accept this job offer of _____ by Acrobat Outsourcing.

Signature _____ Date _____

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.

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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 Christopher Lovas Date: 5/30/14

Home Telephone (408) 221-5360 Other Telephone ( ) _____

Present Address 1648 Hope dr. #1217 Santa Clara, 95054

Permanent Address, if different from present address: _____

Email Address Kinggeedorah@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server / cashier / barista **Salary desired:** $12.00 /hr.

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

_____

Are you applying for: Full-time work? Yes___ No___ Part-time work? Yes ✓ No___

Temporary work, e.g., summer or holiday work? Yes___ No___ From: _____ To: _____

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

Referral ☐ Name of Referral _____ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Other Web Posting ☐ Other Source ☑

Could you work overtime, if necessary? Yes ✓ No___ If hired, on what date could you start working? 05/30/2014

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

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	11:00	7:00	7:00	7:00	7:00	7:00	12:00
PM	7:00	5:00	5:00	5:00	5:00	5:00	7:00
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? 03/2010

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

_____

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

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

State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

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Are you able to perform the essential functions of the job for which you are applying? Yes ✓ No___

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) _____

Have you ever been convicted of a felony within the past seven years other than a conviction for marijuana possession or that resulted in a referral to, and participation in, any pretrial or post trial diversion program? (Please note that conviction of a crime is not an automatic bar to employment—all circumstances, including the nature, date and relevance of the offense to the position applied for will be considered.)

Yes___ No ✓

Have any of these convictions as described above involved fraud, embezzlement, passing checks, forgery, and theft, including identity theft? If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case. If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s). _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Monta Vista High	Cupertino, CA.		yes
Mission College	Santa Clara		
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: MS WORD, Adobe Creative Suite, P.O.S. Squirell.			

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 Postal Annex

Type of Business Retail Telephone No. (408) 980-9200 Supervisor's Name Elias Mermon

Your Position and Duties Point of Sales operation, handling package drop offs, scanning packages, logging customer package pick ups, sorting / filing mail.

Dates of Employment: From 06/13 To 07/13 Weekly Pay: Starting 10.00 Ending 10.00

Reason for Leaving: Covering for employee while on leave

Name and Address of Employer Sprouts Farmers Market

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

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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: _____ Telephone No. (_____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (_____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (_____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

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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** _____

Acrobat Outsourcing

Unlawful Harassment and Sexual Harassment Policy

Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner , age, sexual orientation, gender identity or any other basis protected by federal , state, or local law or ordinance or regulation. All such harassment is unlawful. Presidio Financial Partners anti-harassment policy applies to all persons involved in the orientation of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any employee, including supervisors, coworkers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, swearing or cursing, slurs or unwanted sexual advances, invitations, or comments about an individual's body; sexually degrading words used to described an individual; or suggestive or obscene letters, notes, e-mails or invitations;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Prolonged staring or leering which might be constructed as sexual or threatening in nature;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis ;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employments benefits in return of sexual favors;
- Intimidation, ,and objectionable conduct directed at another person;
- Stalking, electronic communications harassment, impending a person's movement, sexual battery or other improper activities as provide for under state criminal law;
- On-line harassment such as e-mail or attachments, materials posted about a person, chat room discussions, and viewing/downloading of an-line pornography, sexual offensive material, or discriminating materials;
- Suggestive or obscene clothing, to include designs and printed matter;
- Suggestive or obscene tattoos and body art, suggestive or obscene piercing; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written com plaint to you own supervisor or any other Company supervisor or the Human Resources Department as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the

individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the human Resources Department. Acrobat Outsourcing will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If Acrobat Outsourcing determines the unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Acrobat Outsourcing to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A company representative will advise all parties concerned of the results of the investigation. Acrobat Outsourcing will not be retaliation by you or any witness for filling a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

Acrobat Outsourcing encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of fair Employment and Housing investigates and prosecute complaints of prohibited harassment employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate State or federal agency.

It is imperative, once the investigation is stated that all involved employees including witnesses and the allege perpetrator completely and honestly assist the investigation. This would include, but not limited to, providing honest and accurate statements, being available for interviews, and assisting in the successful completion of the investigation. Failure to do so on any involved employee's party may be cause for disciplinary action, up to and including termination.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. *All such harassment is unlawful.* Presidio Financial Partners anti-harassment policy applies to all persons involved in the operations of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any other employee, including supervisors and coworkers.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment that is free of unlawful harassment. Presidio financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Outsourcing and prohibits unlawful harassment by any employees.

Employee Signature	Print Name	Date
	Christopher Lopez	3/31/10