



Name: Lisa Perez

Taborca ID: 49930

Date of Hire: 12/07/18

Date of Re-Act: / /

New employee set up

- ☐ E-verify
- ☐ Hire Right EE
- ☐ Hire Right Internal (upload any list A docs)
- ☐ Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- ☐ Notice to Employee Completed
- ☐ Added to Orientation Time Sheet
- ☐ Attended New Hire Orientation
- ☐ Background Check (Asurint)
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ 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
- ☐ 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

LISA PEREZ
perezlisa2012@gmail.com
408-417-6244

Objective: Guest Services Representative/Customer Service

Skills:

- * Over 12 years of experience providing excellent and efficient customer service
- * Problem solving; helping guests with all their needs and questions
- * Excellent at taking orders, serving food, and drinks in an efficient and timely manner
- * Exceptional knowledge in the hospitality industry
- * A Leader and team player in the work place
- * Successful at meeting strict deadlines and working under pressure
- * Excellent verbal and written communications
- * Microsoft Office; Word, Excel, Access and PowerPoint
- * Cashier; handling money and counting out drawer at shift end

Experience:

JC Penny's; Sales Associate, Los Banos, CA

02/2016 - Present

Opened and closed cash register, Greeted customers, Excellent Customer Service, Thanked Customers for coming in and inviting them back. Picked up and delivered online orders, Helped customers apply and Open JC Penny's Account. Recovery at the end of night.

Levi's Stadium; Guest Services, Usher, Santa Clara, CA

02/2015 - 09/2016

Greeted Guests, Assisted guests with directions getting around the Stadium. Help disabled guests with any needs or concerns, making them more comfortable, checked tickets to be sure the guests were in the correct section and seats, Thanked guests for visiting the Stadium and inviting them to come back.

SAP Center; Guest Services, Usher, San Jose, CA

10/2013 - 02/2014

Greeted guests, Assisted guests locating their section and seats, Answered any questions or concerns, Kept isle's and walkways clean and clutter free, Thanked guests for visiting the Stadium and inviting them to come back.

Servers On Demand; Bartender & Server, San Jose, CA

05/2008 - 07/2013

Prepared Tables and Settings for formal dining events, Refreshed buffet tables and dinnerware, Served refreshments, entrees and bussed tables.

Sears Roebuck; Sales Associate, Los Banos, CA

06/2007 - 02/2008

Cashier, Operated register, Stocked End Caps, shelves, Replenished items on display, Priced merchandise, Changed weekly sale ads and signs, Processed Sears credit card payments, Returned go backs at end of shift and counted out drawer. Vacuumed and cleaned store at end of night. Closed out register

Payless Shoe Source; Customer Service, San Jose, CA

02/2005 - 04/2006

Cashier, Operated register, Stocked shelves, unpacked deliveries, Priced merchandise, Posted weekly promotional signs, processed returns and exchanges.

Denny's; Hostess and Server, Fresno, CA

11/2003 - 08/2004

Greeted and seated customers, Taking food and drink orders, operated register, kept the walkways and isles clean and clutter free. Assisted helping bus tables.

Received a Hospitality Certificate from a 4 Diamond Restaurant, Fresno, CA

11/2003 - 08/2004

Education:

General Education and Business;

Merced College, LB Campus, Los Banos, Evergreen Valley College

2011/2012 - 2013/2015

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 Lisa Perez Date: 12-7-18
Home Telephone (408) 417-6244 Other Telephone () _____
Present Address 298 Laurel Grove Lane
Permanent Address, if different from present address: _____
Email Address perez.lisa2012@gmail.com

Position applying for: server/guest services Salary desired: \$15.00 an 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: 12-18 To: 04-18
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? 12-7-18

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	7am	7am	7am	7am	7am	7am	7am
PM	12am	12am	12am	12am	12am	12am	12am
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____							

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 _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

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

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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

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

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Oak Grove High	San Jose CA	Diploma	yes
Evergreen College	San Jose CA	3 semester	no
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="radio"/> 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."		<input checked="" type="radio"/> YES	NO
Special: Hospitality training at a fair diamond restaurant			

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 Levi's Stadium

Type of Business Stadium Telephone No. () Supervisor's Name Sameet

Your Position and Duties Usher Guest Services

Dates of Employment: From 02-15 To 9-16 Weekly Pay: Starting \$14.00/hr Ending \$14.00/hr

Reason for Leaving: moved out of town

Name and Address of Employer Avaya Stadium

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

Your Position and Duties Guest for premium Suites
Usher

Dates of Employment: From 5-15 To 9-16 Weekly Pay: Starting \$13.00 Ending \$13.00/hr

Reason for Leaving: moved out of town

Name and Address of Employer Servers on demand

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Type of Business catering Telephone No. () Supervisor's Name Laura
Your Position and Duties server, prepared tables and settings for dining events, refreshed buffet tables.

Dates of Employment: From 5/08 To 7/13 Weekly Pay: Starting 8.75 Ending 13.50

Reason for Leaving: gained fulltime employment

Name and Address of Employer SAP Center

Type of Business Stadium Telephone No. () Supervisor's Name Jane

Your Position and Duties Usher guest services

Dates of Employment: From 10/13 To 2/14 Weekly Pay: Starting 12.50 Ending 12.50

Reason for Leaving: transferred to Levi's when they opened

Have you ever been fired from any previous place of employment? If so, please explain: No

Have you obtained any special skills or abilities as the result of service in the military? Yes ☐ No ☒
If so, describe: _____

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

Name: Doris Lovette Telephone No. (209) 829-2472

Address 1240 Manchester Dr. Los Banos CA

Occupation: Front Desk Hotel Relationship: friend Number of Years Acquainted: 9

Name: Debbie Baragan Telephone No. (209) 752-1966

Address 2091 Chamberlain Ct. Los Banos CA

Occupation: Assistant Personel Relationship: Friend Number of Years Acquainted: 12

Name: Nathan Rusales Telephone No. (408) 291-9801

Address 281 Southside Dr. San Jose CA

Occupation: UPS Relationship: friend Number of Years Acquainted: 5

Please Read Carefully, Initial Each Paragraph and Sign Below

LD

I hereby certify that I have not knowingly withheld any information that might adversely affect my chance of 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 cause for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed since discovery.

LD

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.

LD

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 agencies and general public records history.

LD

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.

LD

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or 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, without cause, at the option of either myself or the company, and that no promises or representations 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

[Handwritten Signature]

Date

12-7-18

Interview Note Sheet

Applicant Information	
Name: <u>Lisa Perez</u>	Interviewer: <u>Alaura</u>
Date: <u>12/07/2018</u>	Rate of Pay:
Position (s) Applied for: <u>cashier / concessions</u>	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
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

<u>Knife Skills</u>	Total of _____ in Food Service
<p><u>Levi's stadium</u></p> <p><u>Cuisines</u></p> <p><u>SAP</u> <u>SAP</u></p> <p><u>Avaya</u></p> <p><u>Stations:</u></p> <p><u>great attitude</u></p> <p><u>very optimistic & excited</u></p>	

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

needs FHC

Transportation

<u>Car</u>	<u>Public Transit</u>	<u>Carpool (Rider / Driver)</u>
------------	-----------------------	---------------------------------

Regions Available to work:

<u>SF City</u>	<u>SF North</u>	<u>SF Peninsula</u>	<u>East Bay</u>	<u>Outer East Bay</u>
<u>San Jose</u>	<u>South San Jose</u>	<u>SJ Peninsula</u>		

Certifications (if any)

<u>TIPS</u>	<u>Serv-Safe</u>	<u>LEAD</u>	<u>Other</u>	<u>Will Submit</u>
-------------	------------------	-------------	--------------	--------------------

Availability

<u>Open</u>	<u>AM only</u>	<u>PM only</u>	<u>Weekdays only</u>	<u>Weekends only</u>
-------------	----------------	----------------	----------------------	----------------------

Details

Uniforms Owned

<u>Bistro</u>	<u>Black Bistro</u>	<u>Tuxedo</u>	<u>1/2 Tuxedo</u>	<u>Black Vest</u>	<u>Long Black Tie</u>
<u>Chef Coat</u>	<u>Chef Pants</u>	<u>Knives</u>	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	<u>Bow Tie</u>
					<u>Other:</u>

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

GLOBAL CASH CARD FORM

New ☒ Replacement ☐ Cancel ☐

Today's Date

12-07-2018

One Time Deposit?

Yes ☐

No ☒

Last Name

Perez

First Name

Lisa

MI ☐

Address

425 Beth Dr

Apartment #

City

San Jose

State

CA

Zip Code

95111

Social Security Number

547-51-7470

Date of Birth

01-14-1978

INFORMATION TO BE COMPLETED BY ACROBAT REPRESENTATIVE ISSUING CARD
INCLUDE A PHOTOCOPY OF THE CARD WITH THIS FORM:

ACCOUNT NUMBER (16-digits)

1434-0004-0574-803

Branch Office: San Jose

Completed By: Alaura

Global Cash Card | 7 Corporate Park, Suite 130 | Irvine, CA 92606 | CSR: 1-888-220-4477

Payroll Statements can be viewed online at: www.globalcashcard.com

I hereby release Acrobat Outsourcing the following information to establish my Global Cash Card account and enroll into an automatic payroll deposit. I authorize Acrobat Outsourcing to debit/credit my account. I have verified my information above and understand that any cash card charges incurred are my responsibility. I agree to the terms and conditions under which Global Cash Card Prepaid ATM Card is issued.

Please agree to the following:



By selecting this check box, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

I also acknowledge it is my responsibility to enter the correct Bank Transit Number and Account Number as to where I want my payroll funds deposited. I understand that if I enter incorrect information that it may delay or prevent my payroll funds being deposited to my accounts. I also acknowledge that any Bank Transit Number that begins with the number 5 is NOT a valid Bank Transit Number and WILL prevent my payroll funds from being deposited into my account. I understand that when Payroll receives the funds back through the banking system it will be paid on the next available pay date.

Lisa Perez

Print Name

Alaura

Employee Signature

12-7-18

Date

DIRECT DEPOSIT FORM

Acrobat
 Outsourcing
 Your Hospitality Staffing Professionals
 Acrobat Outsourcing
 Corporate Headquarters
 665 Third Street, Suite 415, San Francisco, CA 94107
 Phone: 415-431-8826 | Fax: 415-431-1580
 www.acrobatoutsourcing.com

☐ New
☐ Cancel
☐ Yes
☐ No
 One Time Deposit?

Today's Date - -

Last Name

First Name MI

Address Apartment #

City State Zip Code

Social Security Number Date of Birth

Bank Name

☐ Checking
☐ Savings
☐ Other

Routing Number

Account Number

Please attach a VOIDED check
 This form (and check) may be faxed to the SF Corporate Office at 415-431-1580

☐ Please agree to the following:

By selecting this check box, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my wages are being credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

I also acknowledge it is my responsibility to enter the correct Bank Transit Number and Account Number as to where I want my payroll funds deposited. I understand that if I enter incorrect information that it may delay or prevent my payroll funds being deposited to my accounts. I also acknowledge that any Bank Transit Number that begins with the number 5 is NOT a valid Bank Transit Number and WILL prevent my payroll funds from being deposited into my account. I understand that when Payroll receives the funds back through the banking system it will be paid on the next available pay date.

Print Name Employee Signature Date

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Lisa Perez

Start Date: 12/07/2018

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: " "

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

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☒ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

N/A

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☒ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Alvin Chen
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

12/07/2018
(Date)

Lisa Perez
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

12-7-18
(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.