

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: Betty Wong

Taborca ID: 51738

Date of Hire: 05/01/19

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

Interview Note Sheet

Applicant Information	
Name: <u>Betty Wong</u>	Interviewer: <u>Alanna</u>
Date: <u>05/01/2009</u>	Rate of Pay:
Position (s) Applied for: <u>Catering attendant</u>	Referred by:

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

Seeking:
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p><u>paid A1 to R the furthest</u></p> <p><u>also works with Nelson Staffing + Blue crew</u></p> <p><u>mid or pm shift preferred</u></p>
<p>P.O.S. Experience: Y / N <u>details:</u></p>

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

Regions Available to work:
<u>AK</u> <u>OH</u>

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will <u>Submit</u>

Availability
Open <u>AM only</u> <u>PM only</u> Weekdays only Weekends only <u>et</u>
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:
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BETTY WONG

5686 Allen Ave #4

San Jose, CA 95123

(408) 807-8048

bettywongsolar@gmail.com

EDUCATION

- | | |
|---------|---|
| 1982-87 | San Jose State University – San Jose, CA ious
<i>B.A. Degree –Social Science /Child Development</i> |
| 1987-88 | Bethany Bible College – Scotts Valley, CA
<i>Teaching Credentials, Liberal Studies</i> |
| 2003-04 | Allied Real Estate School -Laguna Hills, CA
<i>Certificate-Agency and Ethnics-DRE</i> |
| 2004-05 | Chamberlin Real Estate School -San Jose, CA
<i>Property Management</i> |
| 2010 | Quick Learning School - San Jose, CA
<i>Life Agent California License #OHO4702</i> |

EXPERIENCE

Onsite Catering Coordinator

10/18-present

- ❖ Set up buffet style meal at corporate site for employees during their lunch break
Inspect quality of food when arrived at site, ensure food quantity ordered is accurate and correct, report food portions and discrepancies to catering manager
- ❖ Upload pictures of food and submit feedback to corporate office, report quantity portions at beginning and end of each meal to catering manager, provide feedback likes/dislikes to corporate office of client's reaction to food quality
- ❖ Ensure quality of food meets all health and safety regulations and requirements required by law , flexible to commute to various sites throughout Bay Area during meal shift , accommodate onsite food vendors and assist where necessary, work alongside with vendor to ensure food is appealing and appetizing for the client
- ❖ Clean up/tear down buffet table and ensure cleanliness at client's site , obtain Food Safety Certificate, attended training on food set up display and appearance, provide excellent customer service to accommodate and customize client's wants during meal time ,
- ❖ Be health conscious of employee's diverse eating habits ,vegan, gluten free, vegetarian and am inform of employee's food allergies,
- ❖ Expose clients to different entrees from diverse cultures such as Indian, Japanese , Thai, French , Spanish, Portuguese, and educate employees of different food types .
- ❖ Be friendly and sociable/ interact with clients and employees

Brand Ambassador Recruiter**8/17-2/18**

- ❖ Recruiting driver's for Zum - kid's rideshare employment opportunities
- ❖ Smile, meet and greet people at the mall kiosk, educate consumers on brand products and services
- ❖ Train new employees on marketing, promoting brand's awareness. Prequalifying prospective customers to become drivers
- ❖ Pass out flyers , marketing materials , engage customers to spin wheel to win prizes and explain our programs and benefits
- ❖ Have customers sign- up Interest Form sheet, schedule for interview times and car inspection
- ❖ Upload photos and reports and send update to recruiting manager. Enter data into company's website and data system
- ❖ Generate new business and promote growth for the company
- ❖ Manage 5 employees in training , educating , product knowledge, company's policies procedures , modeling and shadowing as an example for new employees

Brand Ambassador**1/17-8/17**

- ❖ Set up/arrange display to promote sales. Attract /engage customers to persuade them to buy .Meet/greet customers with a warm smile. Travel to different cities promoting products
- ❖ Educate consumers on brand products , work with managers to resolve store issues
- ❖ Neatly restock shelves , move merchandise from back inventory to front display
- ❖ Sample/sell/upsell/cross sell/ demo brand products, meet sales quotas. Upload photos/ report sales numbers to lead manager , receive product knowledge training
- ❖ Build rapport/establish positive relationship with consumers. Ask customer's probing questions to determine needs, answer customer's questions / overcome objections
- ❖ Tidy up /keep demo area clean , tear down display, return products to shelves or backroom

Teacher**9/15-1/16**

- ❖ Caring for infants ages newborn -12 months , change baby's diapers, feed baby according to feeding schedule , put baby down for nap, play with children
- ❖ Create appropriate play activities for development , clean up after baby's mess , record baby's daily schedules, communicate with parents about baby's growth
- ❖ Create fun filled lesson plans with staff, attend staff meetings, working with different age group, create/execute/plan fun activities according to holiday /themes , supervise children in playground.

Nanny**11/11-4/15**

- ❖ Caring for children , various ages from newborn to 11 years old, tutoring homework
- ❖ Changing diaper, putting baby down for nap, preparing , milk bottles, baby's laundry
- ❖ Bathing baby, cleaning up after baby , feeding baby/kids, playing with kids
- ❖ Creating age appropriate fun activities, taking kids for walk, light housework, meal prep
- ❖ Tidy kid's play area , communicate with parents on child's development

Brand Ambassador**7/11-11/11**

- ❖ Meet/greet customers , conduct in store tastings of various products, sample products, educate consumers on product benefits
- ❖ Set up/tear down /clean up demo area, promote brand awareness , report daily sales numbers , build strong relationships with customers
- ❖ Restock products, persuade customers to buy , meet sales quotas, attend sales meetings/conferences , take /upload pictures and send reports, hand out samples
- ❖ Overcome objections, provide excellent customer service

Brand Ambassador**7/05-12/10**

- ❖ Meet/greet people, educate customers on product knowledge, overcome objections
- ❖ Work with store managers to resolve store issues/ collaborate and set up demo
- ❖ Organize backroom inventory , stock shelves and arrange display, reorder product when low on inventory
- ❖ Set up store demo for success , display items for attractive presentation to promote sales
- ❖ Fill orders , demonstrate/ sample product
- ❖ Provide good service to customers , persuade customers to buy , interact with public
- ❖ Listen / answer customer questions, upload photos, submit, complete preparation of demo execution reports to Regional Managers
- ❖ Travel to various stores/ locations scheduled by Regional Manager throughout Bay Area ,compete with other vendors for sales/promotions

QUALIFICATIONS

- ❖ Excellent written /verbal communications and interpersonal relation skills
- ❖ Customer service-listen to customers complaints and solve their problems
- ❖ Flexible and adjust to frequently changing priorities
- ❖ Ability to be cross trained in specialty software programs related to work
- ❖ Work cooperatively as a team and independently with little supervision
- ❖ Organize work, meet critical deadlines, and set priorities, multi-task, detail oriented
- ❖ Enthusiastic , positive , teachable , strong desire to succeed , confident, sales skills
- ❖ Ability to be creative , design , take action and initiative to make things happen

PROFESSIONAL REFERENCES
BETTY WONG

1. Ride Zum Services , Inc.
555 Dolphin Drive
Redwood City ,CA
(650) 619-2294
Recruiting Manager: Christopher Tin
Salary: \$18/hr. + \$50 commission
Reason for leaving : Part time work wanted full time
2. Costco Jewelry Road Show
Acleoni Jewelry
7251 Camino Arroyo
Gilroy, CA 95020
Manager: Antoinette Cleoni
Salary : \$15/hr. + bonus
Reason for leaving: Road Show ended
3. Kinderwood's Children's Center
560 Entrada Cedros
San Jose , Ca 95123
(408) 363-1366
Director: Charmaine Wigham
Salary : \$15/hr.
Reason for leaving: Sick leave
4. Bay Area Caregivers
39275 State Street
Fremont, CA 945308
(510) 818-0008
Staffing Supervisor: Katherine Ko
Salary : \$10/hr.
Reason for leaving : Contract work ended
5. SGN Nutrition Inc.
6351 Yarrow Drive #C
Carlsbad, CA 92011
(314) 583-8423
Manager :Michael Heflin
Salary : \$10/hr. + commission
Reason for leaving : Contract work ended
6. Imperial staffing
10808 Foothill Blvd. #160-454
Rancho Cucamonga, CA 91730
(909) 244-0152
Staffing Supervisor: Robert Garcia
Salary: \$15/hr.
Reason for leaving: Contract work ended

PERSONAL REFERENCES

BETTY WONG

1. Mary Marshall (408) 564-9053
2. Julia Buendia (408) 250-9178
3. Carolyn Griffen (408) 858-6530



ACROBAT OUTSOURCING
TSC GROUP

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 Betty Wong Date: 5/1/2019
Home Telephone (408) 807-8048 Other Telephone () same
Present Address 5686 Allen Ave #4 SJ CA 95123
Permanent Address, if different from present address: same
Email Address bettywongsolar@gmail.com

EMPLOYMENT DESIRED

Position applying for: Caregiver Attendant Salary desired: \$16⁹-25

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

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?

ASAP / immediately

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	4-12	8am-12pm	8am-12pm	8am-12pm	8am-12pm	8am-12pm	12 NOON-12pm
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

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 _____

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. NA

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.)
NA

Pursuant to any and all Fair Chance Ordinances, 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?
<u>San Jose State</u>	<u>SJ, CA</u>	<u>B.A. Social Science</u>	<u>yes</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>(YES)</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>(YES)</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>(YES)</u>	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."		<u>(YES)</u>	NO
Special: <u>Food Certificate Onsite Caterer for corporate office cater 2 me, any POS system</u>			

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 Cherry Hill Programs

Type of Business Photography Telephone No. 720-471-6869 Supervisor's Name Pam Baraconi

Your Position and Duties Manager - set up camera, sell packages, cashier, work POS system, take care of customers, take breaks, train supervise new employees

Dates of Employment: From 3/2019 To 4/2019 change printer, deal w/ technical issues

Reason for Leaving: seasonal work

Name and Address of Employer Cater 2 me - see resume

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

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer Zum Services - see resume

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

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer Costco Jewelry Road Show - see resume

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

Your Position and Duties _____

Dates of Employment: From _____ To _____

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 NA No X

If so, describe: _____

JOB RELATED REFERENCES

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

Name: Pam Baraconi Telephone No. (720) - 471-8869

Address _____

Occupation: Regional manager Relationship: manager Number of Years Acquainted: 1

Name: Carolyn Griffin Telephone No. (408) 858-6530

Address _____

Occupation: Admin Asst Relationship: friend Number of Years Acquainted: 20+

Name: Mary Marshall Telephone No. (408) 564-9053

Address _____

Occupation: Assistant manager Relationship: friend Number of Years Acquainted: 20+

Please Read Carefully, Initial Each Paragraph and Sign Below

BW 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.

BW 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.

BW 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.

BW 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.

BW 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 Betty Wang Date 5/1/2019

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Betty Wong

Start Date: 05/01/2019

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: \$18.00 Overtime Rate(s) of Pay: \$27.00

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

☐ Other (provide specifics): catering attendant / fch @ Google

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)

A Laura Cheung
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

05/01/2019
(Date)

Betty Wang
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

5/1/2019
(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.