Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: __Kevin Luong__

Taborca ID: __50230__

Date of Hire: __01 / 04 / 19__

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
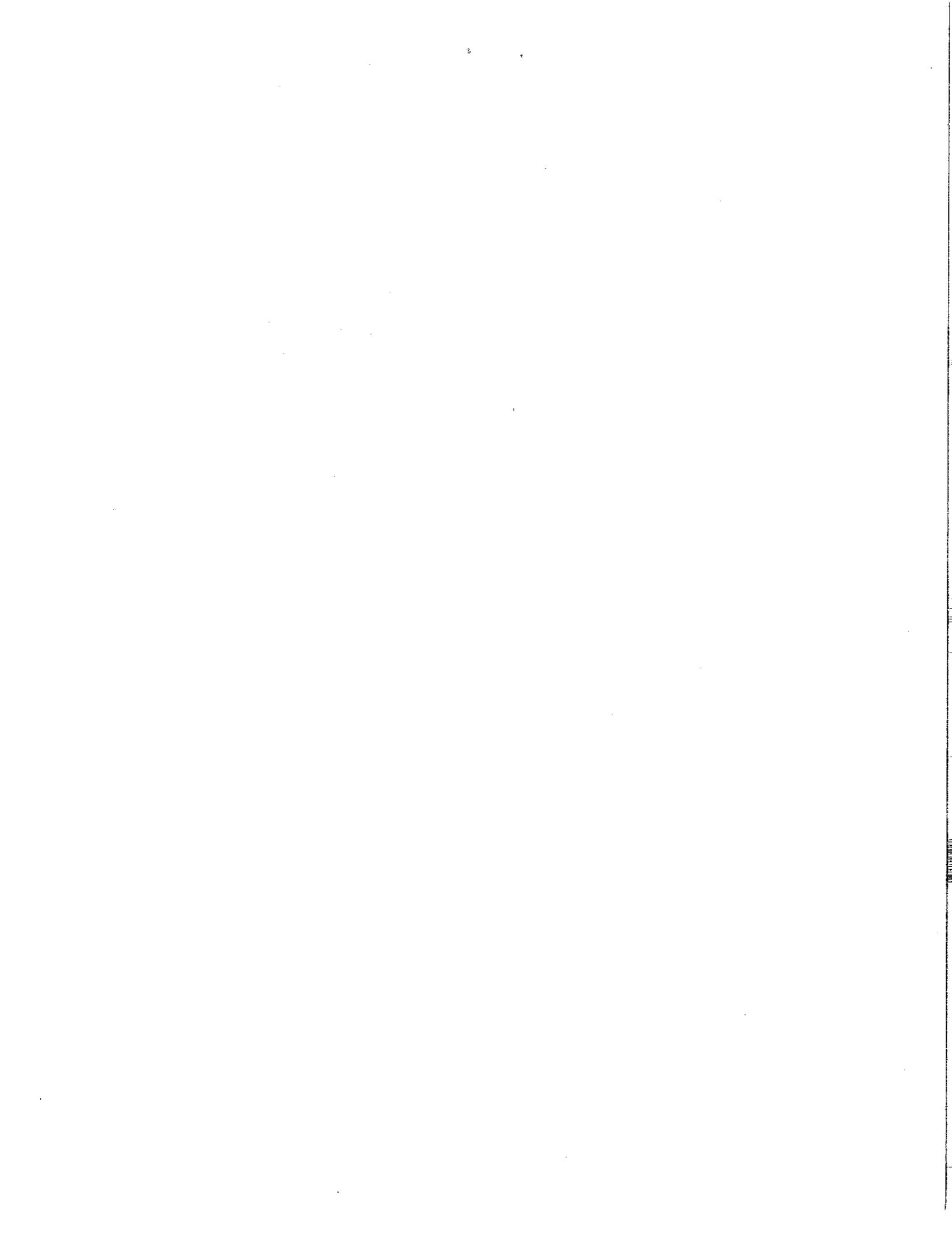
Interview Note Sheet

Applicant Information

Name: Kevin Luong	Interviewer: Alaura
Date: 01 / 04 / 2019	Rate of Pay:
Position (s) Applied for: Cashier / concessions / server	Referred by:

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking: Full-Time · (Part-Time)

Relevant Experience & Summary of Strengths

Knife Skills

Total of _____ in Food Service

@ SJCU - Industrial Engineering

M - Thurs 8AM - 4PM } school schedule
FN - N/A   starting 01/21

Cuisines
1
2
3

Stations:
1
2
3

needs FHC

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

Transportation

(Car)   Public Transit   Carpool (Rider / Driver)

Regions Available to work

SF City   SF North   SF Peninsula   East Bay   Outer East Bay

(San Jose)   South San Jose   SJ Peninsula

Certifications (if any)

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   Other:_____

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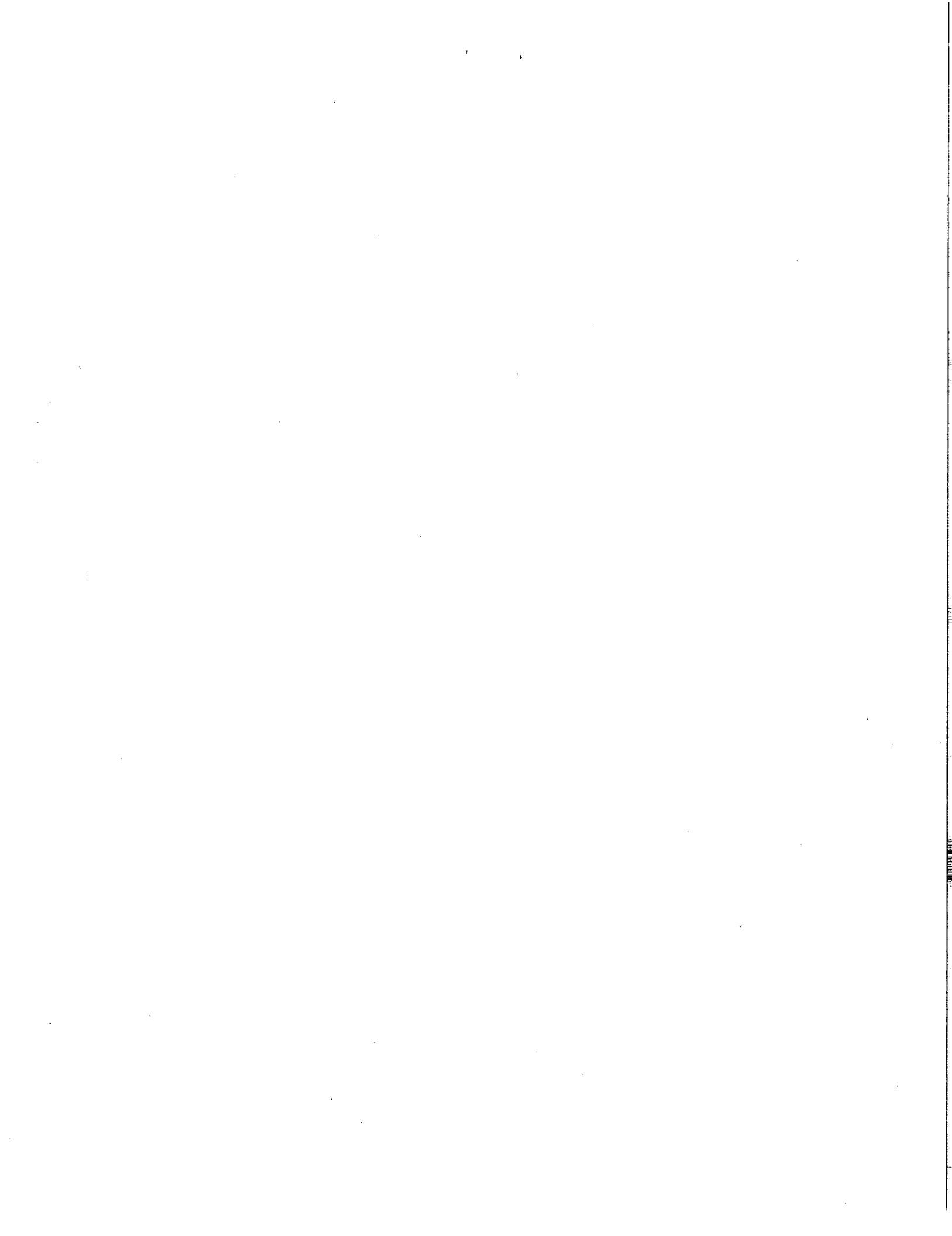
Kevin Luong

(408) 655-8003 kevinluong65@yahoo.com linkedin.com/in/kevin-luong1

EDUCATION

San Jose State University   Expected Graduation: **May 2019**
- B.S. in Industrial & Systems Engineering
- Relevant Coursework
  - Design of Experiments, Lean Integrated Manufacturing, Operations Planning & Control, Methods Design, Manufacturing Processes

PROJECTS

Wind Turbine – San Jose, CA   **March 2016**
- Utilized CAD and 3D printing to design and construct a wind turbine
- Revamped blade design that attained goal of having turbine withstand 15 – 25 mph winds
- Achieved an increase of 6% in efficiency during performance testing, making it the second highest performing turbine in the class
- Performance showed the effectiveness of specific turbine blade designs

Robotics Project – San Jose, CA   **April 2016 – May 2016**
- Designed and constructed a model robot capable of tracking an infrared beacon, shutting it off, and transferring it to another location
- Collaborated with team to write a code that allowed the robot to detect 1kHz or 10kHz infrared signal outputs
- Assisted in fabricating an IRB allowing robot to be wirelessly via VEX controller

Passive Home Model – San Jose, CA   **May 2017**
- Designed a detailed passive home model and plan to simulate energy efficiency and support cost savings
- Integrated insulation throughout the walls and flooring of the home and using triple pane windows to retain heat during winter
- Projected roughly $2,000 – $4,500 in equivalent energy savings

EXPERIENCE

Underwriters Laboratories   **May 2018 – August 2018**
RF Test Engineer Intern
- Commanded DASY6 robots to perform test cases of the specific absorption rate (SAR) of radiofrequency (RF) exposure for wireless devices in compliance with FCC/IC standards to mitigate risk and release superior quality products into the market
- Communicated closely with customers and senior laboratory engineers to ensure maintenance of laboratory equipment, frequent system checks, proper evaluation of operations, and project confidentiality
- Organized and analyzed testing results through SemCAD software to plot SAR heat maps of various wireless technologies and log data into various Excel spreadsheets
- Troubleshoot technical issues to meet supplier's expectations and assure product excellence

Uniqlo   **June 2015 – June 2016**
Sales Associate
- Provided excellent customer service to hundreds of customers on a weekly basis
- Increased profit margins by pushing sales to achieve daily targets
- Managed inventory to reduce losses and assess consumer demands
- Developed strong communication & interpersonal skills

ADDITIONAL SKILLS

- Microsoft Excel & PowerPoint
- Cantonese & Vietnamese: Proficient
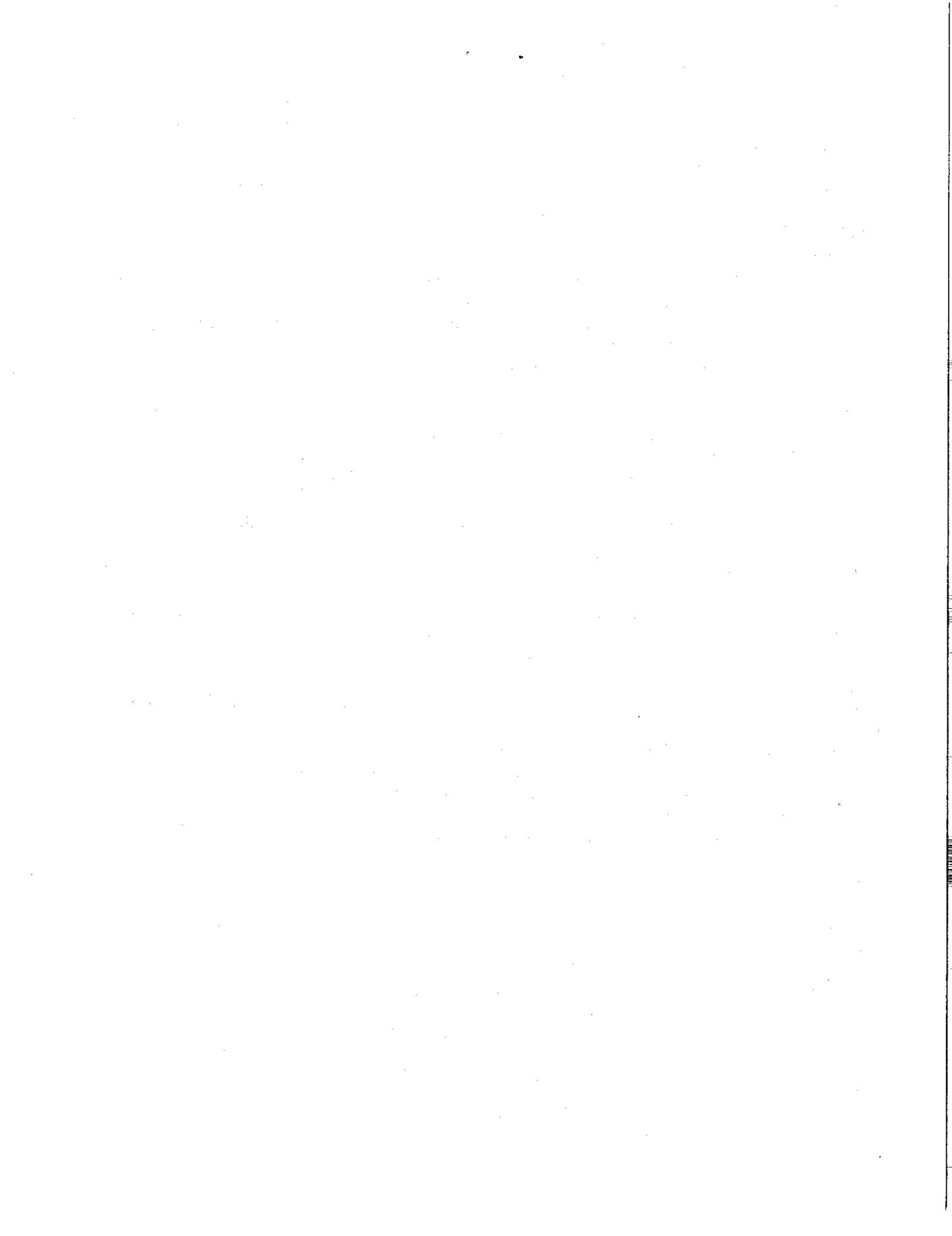
Acrobat outsourcing
Your Hospitality Staffing Professionals
Employment Application

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 **Kevin Luong**   Date: **1/4/19**

Home Telephone (**408**) **449-5518**   Other Telephone (**408**) **655-8003**

Present Address **250 N. White Rd San Jose CA 95127**

Permanent Address, if different from present address: _____

Email Address **Kevinluong65@yahoo.com**

Position applying for: **Server / concessions**   Salary desired: **Negotiable**

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: **1/4/19** To: _____

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

Referral ☐ Name of Referral **Peter Nguyen** 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	8	8	8	8	8	8	8
PM	5	5	5	5	5	5	5

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

Peter Nguyen

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___

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

_____

_____

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

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
San Jose State University	San Jose, CA	B.S	NO
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:			

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 ___Ocean Delight Seafood Restaurant___

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

Your Position and Duties ___Server, bus boy___

Dates of Employment: From ___Nov 2013___ To ___Jan 2014___   Weekly Pay: Starting _____ Ending _____

Reason for Leaving: ___School___

Name and Address of Employer ___Uniqlo___

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

Your Position and Duties ___Sales associate___

Dates of Employment: From ___June 2015___ To ___June 2016___   Weekly Pay: Starting _____ Ending _____

Reason for Leaving: ___School___

Name and Address of Employer ___Underwriters Laboratories___

2

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

Your Position and Duties _RF test engineer intern_ _____

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

Reason for Leaving: _Seasonal_ _____

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: _____

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 ___1/4/19___

4
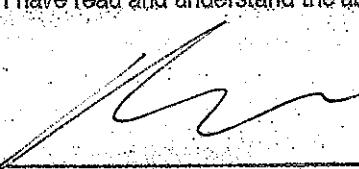
Cashier Test   Score 11 / 15

b

1) A roll of quarters is worth?
   a) $5.00
   (b) $10.00
   c) $15.00
   d) $20.00

b

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

A

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?

   2.15
   .75   2.94

   a) $4.06
   b) $2.06
   (c) $7.06
   d) $5.06

b

8) A customer buys two shirts for 10.50 each and two ball caps for $7.25 each. If you are given $50.00 how much change should you give back?

   21.00   35.50
   35.50
   14.50

   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

   7.50
   2.50
   5
   6.50

_2

<u>Cashier Test</u>   Score   /15

a

11) Counterfeit pens should be used on which three denominations?
   (a) $20, $50, $100
   b) $10, $20, $50
   c) $5, $50, $100
   d) $10, $20, $50

C

12) How many times should you count change when giving it to the customer?
   a) one
   (b) two
   (c) three
   d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? _____ 21 _____

14) What are the acceptable forms of ID for alcohol purchases? _____ Driver's license _____

15) How many $20 bills are in a bank band? _____ 50 _____

2

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name _Kevin Luong_

Servers Test

Score 24 / 35

11

Multiple Choice

_a_ 1) Food is served on what side with what hand?
- (a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

_d_ 2) Drinks are served on what side with what hand?
- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- (d) On the right side with the right hand

_b_ 3) Food and drinks are removed on what side with what hand?
- (a) On the left side with the left hand
- (b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

_b_ 4) What part of a glass should you handle at all times?
- a) The stem
- (b) The widest part of the glass
- c) The top

_d_ 5) When you are setting a dining room how should you set up your tablecloths?
- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- (d) All of the above

_d_ 6) If you bring the wrong entrée to a guest what should you do?
- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

_A_ Scullery

_D_ Queen Mary

_C_ Chaffing Dish

_G_ French Passing

_B_ Russian Service

_F_ Corkscrew

_E_ Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water

B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

C. Used to hold a large tray on the dining floor

D. Area for dirty dishware and glasses

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F. Used to open bottles of wine

G. Style of dining in which the courses come out one at a time

_-8_
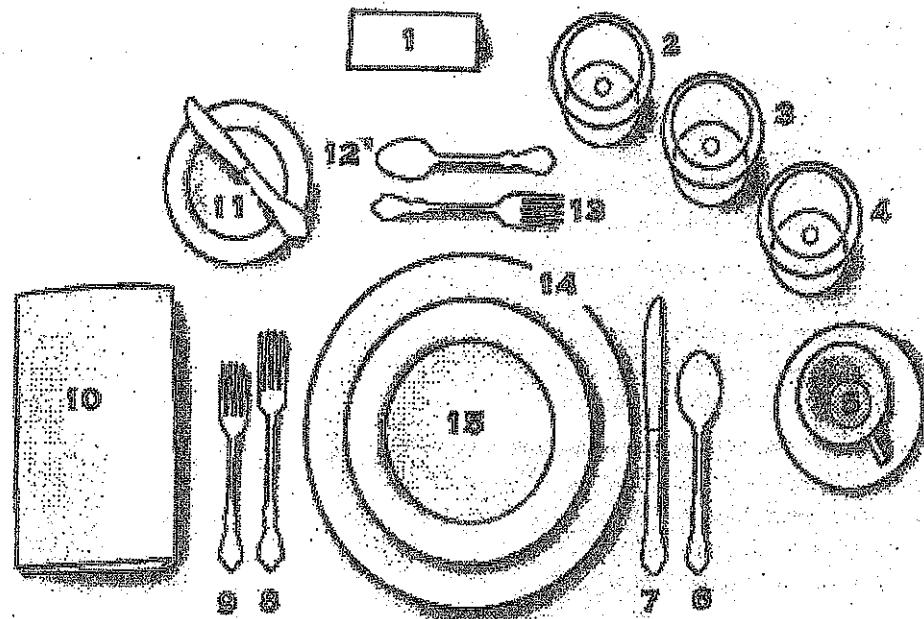
Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
11	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
1	Name Place Card	7	Dinner Knife
12	Teaspoon	2	Wine Glass (Red)
13	Dessert Fork	9	Salad Fork
6	Soup Spoon	14	Service Plate
15	Salad Plate	3	Wine Glass (White)
4	Water Glass		

Fill in the Blank

1. The utensils are placed _____ 3 _____ inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? _Cream/sugar_.

3. Synchronized service is when: _Everyone on the table is served at once_

4. What is generally indicated on the name placard other than the name? _Relationship_.

5. The Protein on a plate is typically served at what hour on the clock? _8_.

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
   Let the chef know

3

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: **Kevin Luong**

Start Date: **01/04/2019**

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: **$ 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**

DLSE-NTE (rev 9/2014)

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

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

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

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

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):_____

Manka Cheung	Kevin Luong
(PRINT NAME of Employer representative)	(PRINT NAME of Employee)
(signature)	*(signature)*
(SIGNATURE of Employer Representative)	(SIGNATURE of Employee)
01 / 04 / 2019	1/4/19
(Date)	(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

DLSE-NTE (rev 9/2014)