

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Mary Hall

Taborca ID: 50669

Date of Hire: 02/04/19

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: Mary Hall

Interviewer: Alaura

Date: 02/04/2019

Rate of Pay:

Position (s) Applied for:

server, cashier / concessions

Referred by:

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

On the Border
Mexican cuisine
server

→ 4 years

enjoy parties
expediting orders

Dave & Dawsters
cocktail waitress

→ 2 years

looking for something
temporary

Momo Sushi
server

→ 1 year

JOBS

cashiering @ events
buffet serving / easy table service

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:

OK

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:

Mary Helen Hall

2151 Oakland rd spc 438

Cell: 408-809-8613

Maryhelen408@gmail.com

Summary of Qualifications

- Self-motivated with the ability to quickly learn and apply knowledge.
- Multitasking – proficient at performing in a fast pace while multi-tasking
- Strong decision-making, problem solving and interpersonal skills
- Strong computer skills, proficient with Microsoft Office

Professional Experience

Tesla Motors - Quality Auditor

July

2013 - Present

45500 Fremont Blvd Fremont, CA 94538

Job Duties:

- Quality check vehicle documentation and ensure proper entry of Due Bills into Warp Drive
- Coordinate with Supervision and Repair to increase Direct Runs by 90%
- Work with multiple Departments to ensure a controlled flow of vehicles through Bamboo and GA
- Test drive all vehicles and test steering for quality control

Window fitter

January

2011 - July 2013

Job Duties:

- Fit window in spec in tact time
- Perform efficiently with quality care of the vehicle 100%
- Communicate with both managers and peers

Linear Integrated Systems Inc.-Sales Representative

January 2011

4042 Clipper Ct., Fremont, CA.- Tele: 510-490-9160

Job Duties:

- Attain and retain customer confidence by presenting a professional image of the company
- Learn in-depth technical knowledge of current and future product lines.
- Took customer orders and provided follow up service to ensure orders were accurate
- Ensured client expectations of quality and service were being met
-

On the Border – Server/Hostess

April 2008

260 Ranch Dr., Milpitas, CA 95035

- Provided the customers with a pleasant dining experience and quality service.
- Conducted final check of food items prior to serving customers to ensure quality maintenance.
- Worked in coordination with other departments to ensure that customers get quality service and satisfaction.
- Maintained serving standards and followed all regulations while performing duties

Dave and Busters – Server

April 08

940 Great Mall Dr., Milpitas, CA 95035

- Provided the customers with a pleasant dining experience and quality service.
- Conducted final check of food items prior to serving customers to ensure quality maintenance.
- Worked in coordination with other departments to ensure that customers get quality service and satisfaction.
- Maintained serving standards and followed all regulations while performing duties

Education

- Bachelors in Technical Management
at DeVry University

- In progress

Mary Hall

2151 Old Oakland rd
Spc 438
San Jose - 95131
CA
United States

Maryhelen408@gmail.com



+1.4086091357



About Me

Quality Inspector

Execute quality inspection. Pull, push, pull test for electrical mated connection. Shots are correctly made - Avoiding cross threading, Fully shot to torque, Correct fastener installed, Correct part rev's installed, I am cross trained in Instrument Panel QC (IPQC), Door line QC, Trim 3B QC, Final line QC, Monroney intelligence, Wheel well installer, Aero shield/ Air ride ground installer, FEM production assembler, IP kitting production, Window fitter, Trim 2: Hvac, break peddle, driver seat belt, driver side air bag curtain installer, Chassis 2 A Firmware download, hush panel, carpet, center console, pukker seal, installer. AC/DC functions test.

Education

High School, GE

Milpitas High
Milpitas, Ca
United States

Graduated, June 2006

Bachelor of Business Administration,

DeVry
San Jose, Ca
United States

Matriculating, August 2012

Career Highlights

12+ months 100% accuracy catching defects.

- Providing safety suggestions, preventing work injury. Was recognized with a appreciation card.

Skills

- Great attention to detail.
- Ability to multitask with incredible accuracy.
- Empathetic and resourceful.
- Networking and great social skills, paying close attention to preventive actions, new process introduction.
- Quick learner, leading the team and providing detailed answers to fellow associates.

Work Experience

August 2013 - Current

In line Quality inspector

Tesla Motors
Fremont, Ca
United States

Monitoring and examining each step in production. Ensuring all shots and critical connections are made. Identifying, contact area supervisor of defect, correcting issue, provide counter measures, investigate if it's a associate or supplier defect. Confirm employees followed documented procedures and standards. Release a defect free product to next department.

- Punctual
- Keeping accurate administrative records.
- Paving close attention to every detail.

Computer Proficiency

Operating Systems

- All Windows
- Microsoft office
- Power point
- Outlook
- Adobe Photoshop

Software

- MES

Languages

- English

Personal Interests

- Family
- Photography
- Hiking
- Karaoke
- Pets
- Gardening
- Chess
- Reading

Personal Details

Father's Name: Dr. John H. Hall
Birthday: March 30, 1988
Gender: Female

Marital Status: Single
Nationality: United States

Address Details

2151 Old Oakland rd
Spc 438
San Jose - 95131
CA
United States

Declaration

Mary Hall



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 Mary Hall Date: 2-4-19
 Home Telephone (408) 809-8613 Other Telephone ()
 Present Address 2151 oakland RD #438
 Permanent Address, if different from present address:
 Email Address Maryhelen408@gmail.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: 15

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

no

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

Temporary work, e.g., summer or holiday work? Yes No X 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 X No If hired, on what date could you start working? 2-4-19

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

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>	<u>any</u>
PM	<u>any</u>						<u>any</u>

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

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes No X If yes, when?

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

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

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

State age if you are under 18 X. 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 X No

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

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?
Milpitas high	Milpitas CA	12	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special: Excel, micro soft office			

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 Tesla 45500 Fremont Blvd

Type of Business Auto Telephone No. () Supervisor's Name Greg Page

Your Position and Duties _____

Dates of Employment: From Aug 13 To Jan 19

Reason for Leaving: Layoff

Name and Address of Employer _____

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 _____

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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 _____

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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ 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: Alfonso Armenta Telephone No. (510) 206-3103

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

MF

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.

MF

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.

MF

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.

MF

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.

MF

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

Mary Hall

Date

2-4-19

NOTICE TO EMPLOYEE**Labor Code section 2810.5****EMPLOYEE**Employee Name: Mary HallStart Date: 02/04/2019**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 JosePhysical Address of Main Office: 1585 The Alameda, San Jose, CA 95126Mailing Address: "Telephone Number: 408-483-4271**WAGE INFORMATION**Rate(s) of Pay: \$ 17.00 Overtime Rate(s) of Pay: \$ 25.50Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission☐ Other (provide specifics): CASHIER / CONCESSIONS / BUFFET SERVERDoes a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ NoIf 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)

Alaura Chewing
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

02/04/2019
(Date)

Mary Hall
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

2-4-19
(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.

Cashier Test

Score ¹³ / 15

-2

86.7%

- 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
- c 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- b 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
- 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?
$$\begin{array}{r} 10.50 \\ 21 + 14.50 \\ \hline 35.50 \end{array}$$

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?
$$\begin{array}{r} 7.50 \\ 5.00 \\ 5 \\ 6.50 \\ \hline 21.50 \end{array}$$

a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

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

b

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? passport, ID, Driver Lic

15) How many \$20 bills are in a bank band? 200

Name Mary Hall
Score 22/35
-13

Servers Test

Multiple Choice

- b 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
- b 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
- c 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 dining 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

62.8%

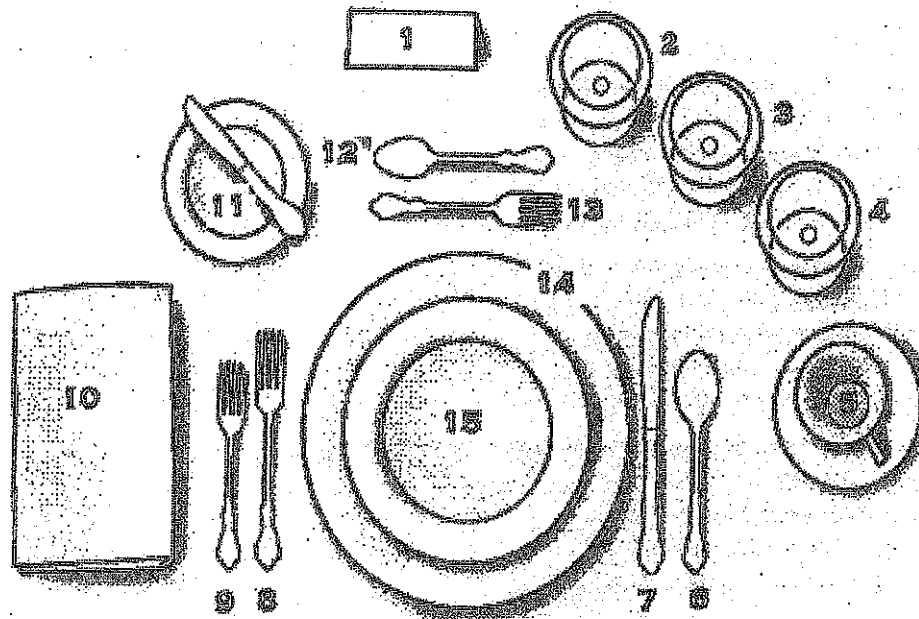
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <u>B</u> 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) |
| <u>A</u> Chaffing Dish | <u>C</u> Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>B</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>F</u> Used to open bottles of wine |
| <u>C</u> Tray Jack | <u>G</u> Style of dining in which the courses come out one at a time |

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

10 Napkin

11 Bread Plate and Knife

1 Name Place Card

12 Teaspoon

13 Dessert Fork

6 Soup Spoon

15 Salad Plate

2 Water Glass

8 Dinner Fork

5 Tea or Coffee Cup and Saucer

7 Dinner Knife

4 Wine Glass (Red)

9 Salad Fork

14 Service Plate

3 Wine Glass (White)

Fill in the Blank

1. The utensils are placed 2 in inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Dessert

3. Synchronized service is when: food is on time

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

5. The Protein on a plate is typically served at what hour on the clock? 12

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

tell them their options