

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Mark Mariscal

Taborca ID: 50854

Date of Hire: 2/26/2019

Date of Re-Act: / /

New employee set up

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> Added to Orientation Time Sheet |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Attended New Hire Orientation |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check |
| <input checked="" type="checkbox"/> Direct Deposit (Scan to Payroll) and/or | <input type="checkbox"/> New Hire List (All fields) |
| Global Cash Card – complete the form & | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| have EE sign | <input type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> Upload Food Handler's Card |

↳ Need to submit

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>Mark Mariscal</u>	Interviewer: <u>McKenna Brewer</u>
Date: <u>2/26/2019</u>	Rate of Pay: <u>\$17.00</u>
Position (s) Applied for: <u>Server, Busser, Prep, Runner</u>	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
<u>Part-Time</u>

Relevant Experience & Summary of Strengths	
<p>Experience :</p> <ul style="list-style-type: none"> - Working Toms Depot on Sat/sun ↳ serving both days * Out of class @ 12 and be at the job by 1pm latest. * Lives in San Jose/Santa Clara ↳ willing to travel 	<p>Total of _____ in Food Service/Hospitality</p> <ul style="list-style-type: none"> - English + Spanish speaker - Graduated highschool 2018 - In college @ mission ↳ studying child development <p><u>FHC: Has One!!</u></p>

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

Transportation	
<u>Car</u>	Public Transit Carpool (Rider / <u>Driver</u>)
Regions Available to work:	
SF City SF North SF Peninsula East Bay Outer East Bay	<u>San Jose</u> <u>South San Jose</u> <u>SJ Peninsula</u>
Certifications (if any)	
TIPS Serv-Safe LEAD Other _____	<u>Will Submit</u>
Availability	
<u>Open</u> AM only <u>PM only</u> Weekdays only Weekends only	
Details: <u>After 1pm M-F / Sat/sun off by 3:30pm</u>	
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:

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 MARK Anthony Maniscal Date: 2/26/19
 Home Telephone () _____ Other Telephone (408) 533-2124
 Present Address 455 cypress Ave. San Jose CA. 95117.
 Permanent Address, if different from present address: _____
 Email Address MARKymaniscal@gmail.com

EMPLOYMENT DESIRED

Position applying for: Food Server. Salary desired: 16.⁰⁰ per hour.
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for: Full-time work? Yes ☐ No ☒ Part-time work? Yes ☒ No ☐
 Temporary work, e.g., summer or holiday work? ~~Yes~~ No ☒ From: _____ To: _____
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☒ Name of Referral Jasmine Maniscal 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? 2/27/19

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						8am	
PM	4pm	12pm	12pm	12pm	12pm		4pm
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____							

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? _____
 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 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 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?
Fremont high school	Sunnyvale CA.	diploma	yes.
Mission college.	Santa clara.	Associates.	Not yet.
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."		<u>YES</u>	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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: I can use All google apps (docs, slides, sheets) Also I can use microsoft.			

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 X No _____ If so, may we contact your current employer? Yes X No _____

Name and Address of Employer Toms depot 991 fremont Ave. Los Altos CA.

Type of Business Restaurant. Telephone No. (650) 948-8515. Supervisor's Name Maria Gonzalez.

Your Position and Duties was the busser, then I was promoted to server.

Dates of Employment: From Jan 2015 To Present

Reason for Leaving: N/A. (weekend job only.)

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: Isabel Gonzalez Telephone No. (408) 768-1782

Address: 1430 Palmview Way San Jose CA 95122

Occupation: Manager Relationship: Mentor Number of Years Acquainted: 3

Name: N/A Telephone No. (____) _____

Address: N/A

Occupation: N/A Relationship: N/A Number of Years Acquainted: N/A

Name: N/A Telephone No. (____) _____

Address: N/A

Occupation: N/A Relationship: N/A Number of Years Acquainted: N/A

Please Read Carefully, Initial Each Paragraph and Sign Below

MM

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.

MM

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.

MM

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.

MM

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.

MM

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

Marky Alaruel

Date

2/26/19

Mark Mariscal

I do not have much experience but I am open and willing to learn.

455 Cypress Ave
San Jose, CA, 95117
(408) 533 2124
markymariscal@gmail.com

EXPERIENCED

Toms Depot, Los Altos — Busser

January 2015 - Jan 2018

While I was a busser my responsibilities were to keep clean plates in the front as well as making sure the dirty ones got to the back. I also took care of seating. As a host greets and sits people down I did that. I made lists when we did not have enough room.

Toms Depot, Los Altos — Server

Jan 2018- PRESENT

I take orders, bring drinks and I make sure my customers are comfortable.

EDUCATION

Fremont High School, Sunnyvale — Diploma

August 2014 - June 2018

In high school I played on the baseball team. I can work with people in fact I enjoy being on a team. I was also in Choir for five years which means I am loyal and committed.

Mission College, Santa Clara — Psychology

August 2018 - Present

I am studying psychology in hopes to someday become a teacher.

SKILLS

Good at talking to people

Can use a computer efficiently.

Can take orders.

Can clean tables.

Can wash dishes.

Can prep food.

Can manage scheduling.

Tributes

- Punctual
- Respectful
- Hard-working
- Adaptable
- Dependable
- Extraverted
- Loyal

LANGUAGES

- English
- Spanish

Name Mary Manscal

Servers Test

Score 30 / 35

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
- A 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

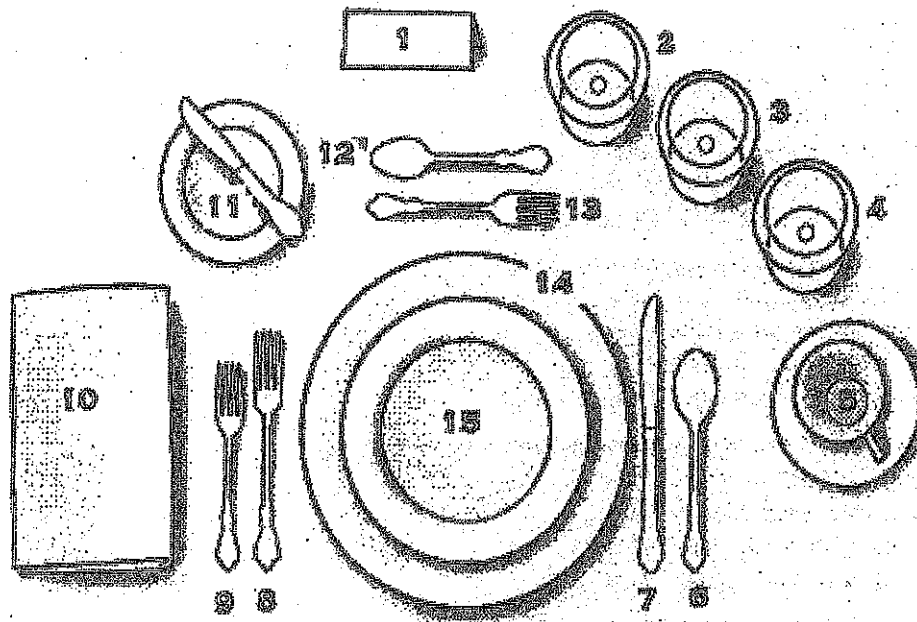
Match the Correct Vocabulary

- | | |
|-----------------------------------|--|
| <u>D</u> Scullery | <input checked="" type="checkbox"/> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <input checked="" type="checkbox"/> 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 | <input checked="" type="checkbox"/> Used to hold a large tray on the dining floor |
| <u>B</u> <u>G</u> French Passing | <input checked="" type="checkbox"/> Area for dirty dishware and glasses |
| <u>G</u> <u>B</u> Russian Service | <input checked="" type="checkbox"/> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <input checked="" type="checkbox"/> Used to open bottles of wine |
| <u>C</u> Tray Jack | <input checked="" type="checkbox"/> 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 | 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 3 | Wine Glass (Red) |
| 13 | Dessert Fork | 9 | Salad Fork |
| 6 | Soup Spoon | 14 | Service Plate |
| 15 | Salad Plate | 3 4 | Wine Glass (White) |
| 4 2 | Water Glass | | |

Fill in the Blank

- The utensils are placed 1/2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream & sugar
- Synchronized service is when: all meals go out & are served at once.
- What is generally indicated on the name placard other than the name? That is their seat.
- The Protein on a plate is typically served at what hour on the clock? 6?
- If a guest asks for a specialty dinner (I.e. Gluten-Free or Vegetarian) you should do what immediately?
check for specialty options with your chef.

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Mark mariscalStart Date: 2/26/2019**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 OutsourcingPhysical Address of Main Office: 1585 The Alameda, San Jose CA 95126Mailing Address: " "Telephone Number: 408-844-0772**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): _____Does 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):

(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)

McKenna Brewer
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

2/26/2019
(Date)

MARK MARISCAL
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

2/26/18
(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.