



Name: Nicholas Salas

Taborca ID: 51115

Date of Hire: 03/19/19

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
- 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 (notify payroll) 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: Nicholas Calais	Interviewer: Alvaro
Date: 03/19/2019	Rate of Pay:
Position(s) Applied for: F.O.H. - prep, cashier, line	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

goes to Evergreen College

automotive program - M&W  
8AM - 12pm

chipotle - prepping - marinated meat,  
diced onions, cheese, meat, helped  
with hotline

set up for events like weddings + catering

rotating out food, basic serving - samples

long hours

very good attitude,  
great eye contact,  
constant smile

good fit for  
socorro / Stamford

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:

# Nicholas Salas

2746 Fontaine Dr  
San Jose, CA 95121  
(415)996-9638  
Salasnicholas13@gmail.com

## EXPERIENCE

### **Maroo Korean Cuisine** Morgan Hill, CA. — Shift Lead

October 2018 - February 2019.

Job tasks included greeting customers, explaining menu and recommending specials. Running food, serving wine, beer, and cocktails were a daily task. Conversating and making sure all customers are satisfied.

### **Wedgewood Weddings**, Gilroy, CA — Banquet Server

June 2018- October 2018

Job tasks included preparing tables for wedding reception; polishing utensils, setting up tables and chairs. Also had to bring food from kitchen to reception area. Had to maintain food so there is no empty pans. Bussing and cleaning all cups and utensils at end of night.

### **Chipotle Mexican Grill**, San Jose, CA. — Crew Member

Feb 2015 - March 2016.

Job tasks included providing extraordinary customer service, working in a fast paced environment and cleaning quickly. I trained new employees on cash register, cleaning, and cooking. I gained leadership and communication skills from these experiences.

## EDUCATION

### **Evergreen Valley College**, Automotive Technology

Sep 2015- Present

Enrolled at Evergreen Valley College completing an AS degree in Automotive Technology specifically, Electrical Engine Performance. Completed general knowledge courses including: Auto 102 Automotive Systems, 103 Light Line Technician, 171 Engine Systems, 172 Chassis and Drivetrain and 173 Automotive Service Operations..

### **Evergreen Valley High School**— High School Diploma

Aug 2011 - May 2015

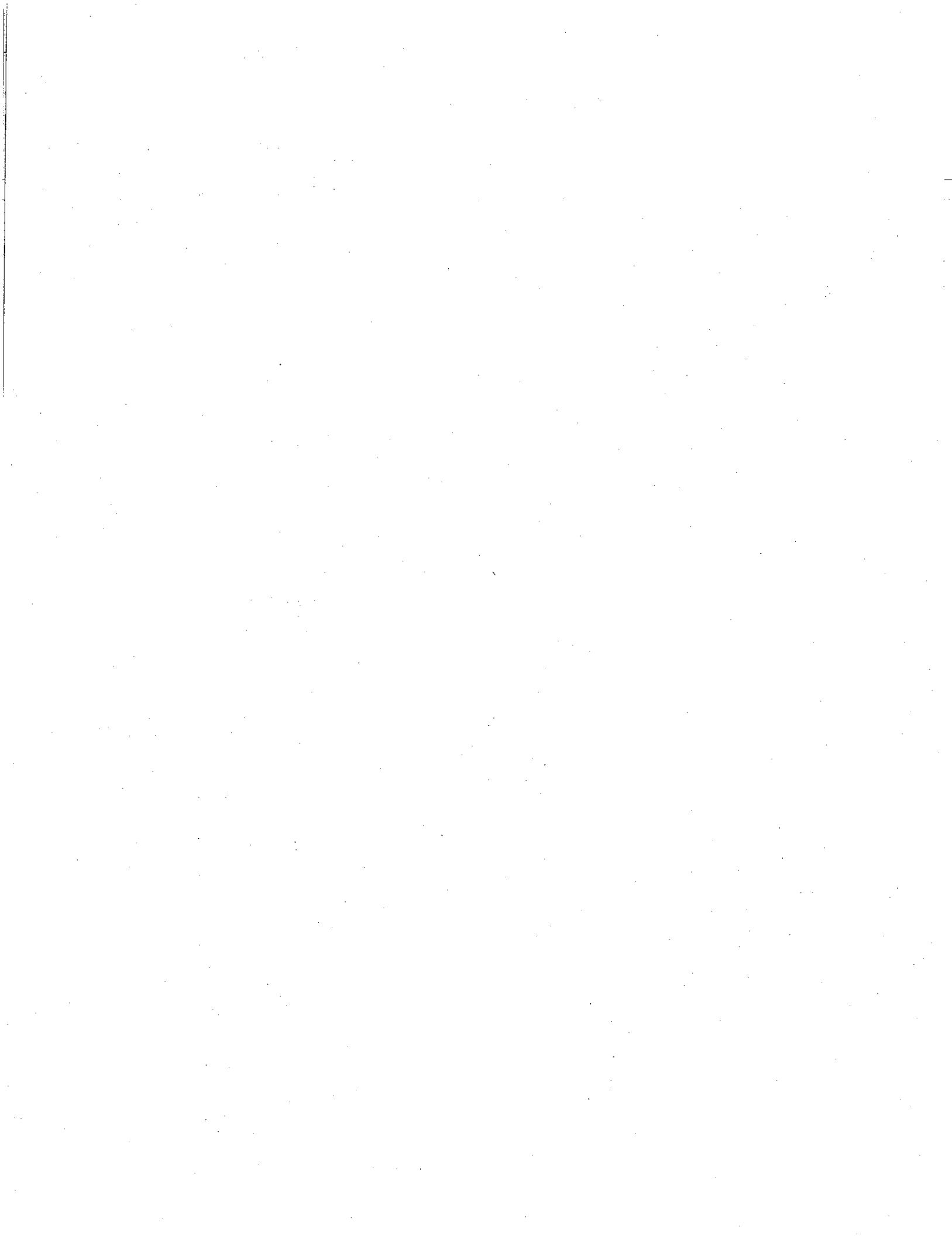
Graduated with academically successful student award and community service awards. Volunteered in creek clean ups and at San Jose Wildlife Center.

## SKILLS

I'm very outgoing and extroverted. I have great communication skills and am very understanding. Strong work ethic and desire to learn more.

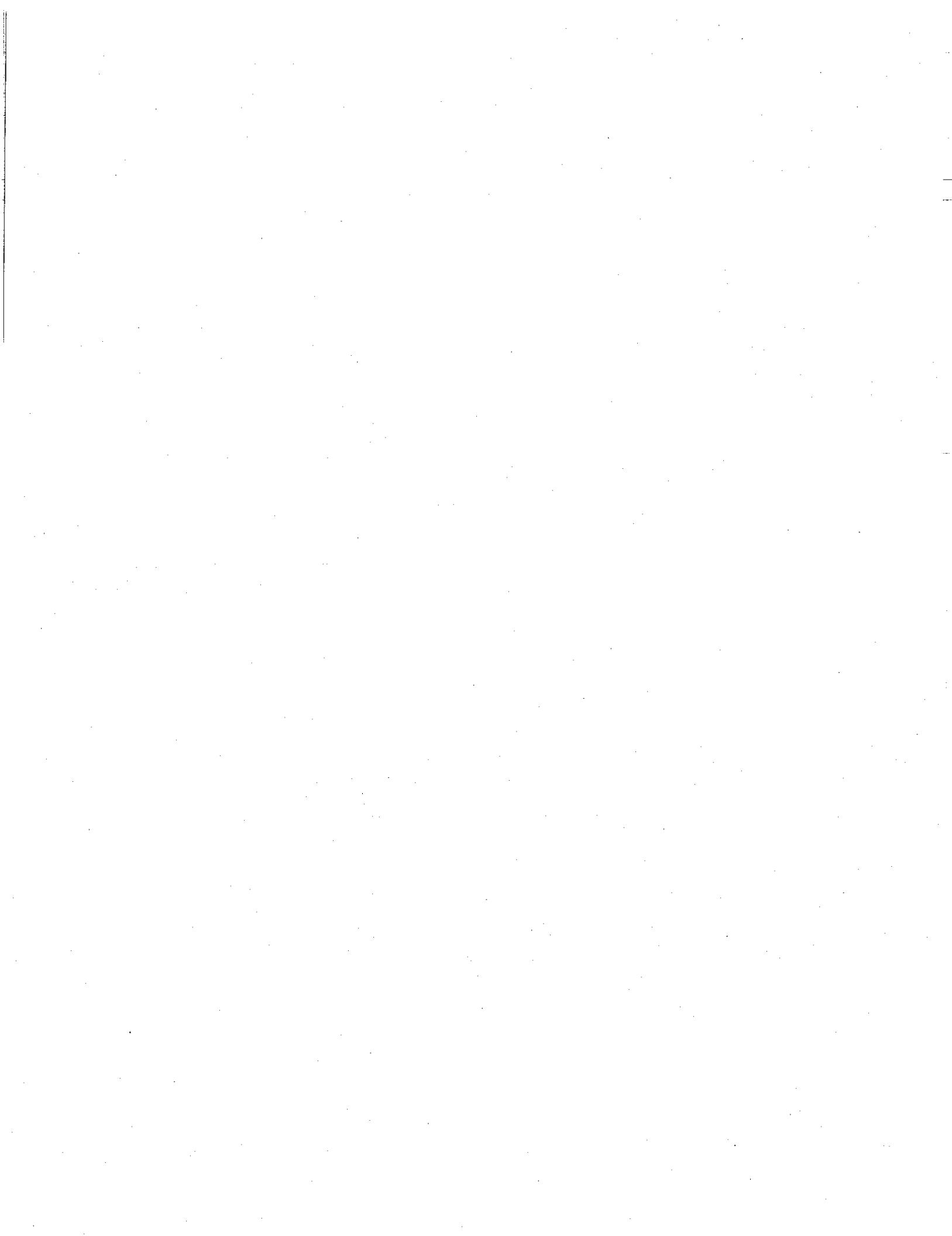
## LANGUAGES

English



## **INTEREST**

During my free time I enjoy studying, traveling, and eating new foods. I enjoy eating at new restaurants. I also enjoy computers and anything tech. Recently built a PC and also building a car.



# Nicholas Salas

195 Sanchez Dr  
Morgan Hill, CA 95037  
(415)996-9638  
Salasnicholas13@gmail.com

## EXPERIENCE

### **Autozone Auto Parts, Morgan Hill, CA — Sales Representative**

March 2017 - PRESENT.

Job tasks includes helping customers find auto parts needed, installing batteries. Requirements included knowledge

### **Nordstrom Rack, San Jose, CA — Sales Associate**

March 2016- Present

Job Tasks included providing extraordinary customer service, working in a fast paced environment and handling designer handbags, clothing, and accessories. Nordstrom help build my communication skills as I had to make small talk and service customers.

### **Chipotle Mexican Grill, San Jose, CA. — Crew Member**

Feb 2015 - March 2016.

Job tasks included providing extraordinary customer service, working in a fast paced environment and cleaning quickly. I trained new employees on cash register, cleaning, and cooking. I gained leadership and communication skills from these experiences.

## EDUCATION

### **Evergreen Valley College, Automotive Technology**

Sep 2015- Present

Enrolled at Evergreen Valley College completing an AS degree in Automotive Technology specifically, Electrical Engine Performance. Completed general knowledge courses including: Auto 102 Automotive Systems, 103 Light Line Technician, 171 Engine Systems, 172 Chassis and Drivetrain and 173 Automotive Service Operations..

### **Evergreen Valley High School— High School Diploma**

Aug 2011 - May 2015

Graduated with academically successful student award and community service awards. Volunteered in creek clean ups and at San Jose Wildlife Center.

## SKILLS

I work well with anyone I meet and have great communication skills. I'm a very understanding and patient person. Familiar with automotive terminology and its systems. I have an above average understanding of the automobile and its engine, cooling, charging, and starting systems.

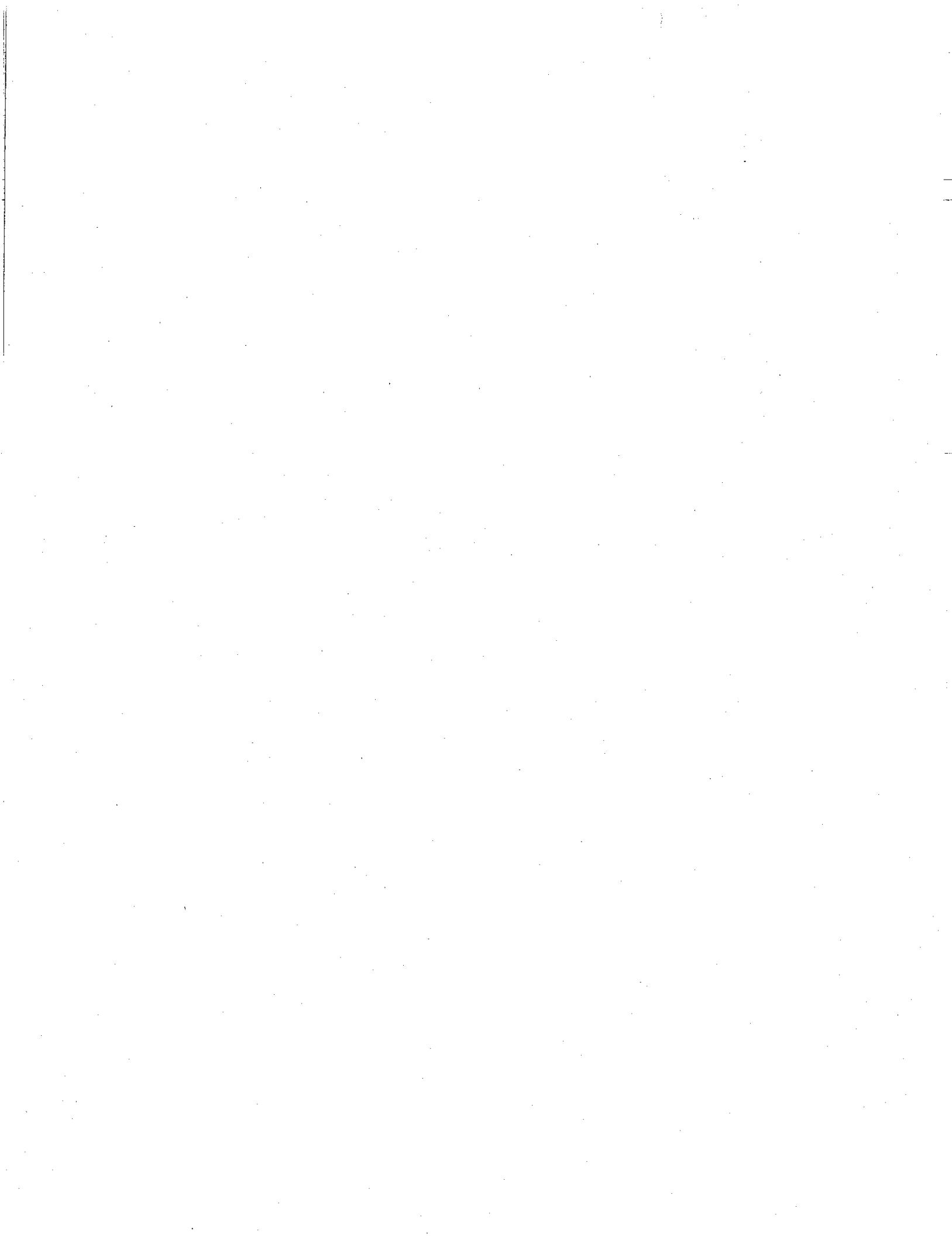
## LANGUAGES

English



## **INTEREST**

During my free time I am learning about automotive systems, reading non-fiction books, traveling and working on my car. I have completed jobs such as valve cover gasket replacement, spark plugs, oil changes, brakes, tail light replacement, oxygen sensor replacement, as well as removing springs and struts and installing coilovers. I've done all maintenance on my own car as well as my families.



**Cashier Test**

Score 9 / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

60%

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

C

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

91.

6) What is the current sales tax rate in your city

.91%?

2.5%

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

A

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?

- 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

4

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

A

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? Drivers Licence / CA ID

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

12

## 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 Nicholas Lorenzo Salas Date: 03/19/19  
 Home Telephone (415) 996-4638 Other Telephone ( )  
 Present Address 2746 Fontaine rd  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Salasnicholas13@gmail.com

### EMPLOYMENT DESIRED

Position applying for: FoH Salary desired: 15

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 \_\_\_\_\_ 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	<u>open</u>	<u>N/A</u>		<u>After 1pm</u>	<u>open</u>	<u>open</u>	<u>open</u>
PM	<u>↓</u>	<u>N/A</u>			<u>↓</u>	<u>↓</u>	<u>↓</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  If yes, when? \_\_\_\_\_

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

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

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

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

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

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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

---



---

Pursuant to 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?
Evergreen Valley	San Jose, 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: Familiar with POS systems, worked as a banquet server and waiter.			

## 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 Maroo Korean Restaurant 1605 Monterey Rd. Morgan Hill, CA

Type of Business Food Telephone No. (408) 776-0888 Supervisor's Name Clark Kim

Your Position and Duties Lead Server, taking orders, running orders, bussing.

Dates of Employment: From 10/18 To 2/19

Reason for Leaving: Moved to San Jose

Name and Address of Employer Autozone Auto Parts 16025 Monterey Rd. Morgan Hill, CA

Type of Business Auto Telephone No. (408) 778-2840 Supervisor's Name Christian D

Your Position and Duties Customer Service, help customers find parts, ring them up

Dates of Employment: From 3/17 To 10/18

Reason for Leaving: Moved to San Jose

Name and Address of Employer Wedgewood Weddings Gilroy, CA

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business wedding

Telephone No. (408)

Supervisor's Name Kerry

Your Position and Duties Wedding Server, Run, Bus food and plates

Dates of Employment: From 6/19 To 12/17

Reason for Leaving: Commute

Name and Address of Employer Nordstrom Rack

Type of Business Clothing

Telephone No. ( )

Supervisor's Name Tina

Your Position and Duties Customer service. Sell clothing, clean, Stock, run cashier

Dates of Employment: From 3/18 To 3/18

Reason for Leaving: moved to morgan Hill

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: Christian Delgadillo Telephone No. (408) 778-2840

Address 16025 Monterey Rd. Auto-zone Auto Parts

Occupation: Manager Relationship: Work Number of Years Acquainted: 2

Name: Jacobs Soliz Telephone No. (408) 225-8466

Address 16105 Monterey rd morgan Hill, CA.

Occupation: Cook Relationship: Co-worker Number of Years Acquainted: 3

Name: Mark Adams Telephone No. (408) 723-6400

Address 760 Hillsdale Ave. San Jose, CA.

Occupation: Teacher Relationship: Professor Number of Years Acquainted: 4

**Please Read Carefully, Initial Each Paragraph and Sign Below**

N.S.  
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.

N.S.  
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.

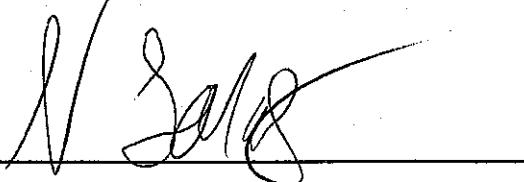
N.S.  
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

N.S.  
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.

N.S.  
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 3/19/19

## NOTICE TO EMPLOYEE

Labor Code section 2810.5

### EMPLOYEE

Employee Name: NICHOLAS CALAS

Start Date: 03/19/2019

### 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 95124

Mailing Address: " "

Telephone Number: 408-483-4271

### WAGE INFORMATION

Rate(s) of Pay: \$ 20

Overtime Rate(s) of Pay: \$ 30

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

Other (provide specifics): FOT @ Stanford

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, 9<sup>th</sup> 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)

Patricia Cheung

(PRINT NAME of Employer representative)

Patricia Cheung

(Date)

Nicholas L. Sales

(PRINT NAME of Employee)

Nicholas L. Sales

(SIGNATURE of Employee)

03/20/19

(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.