



Name: Jessica Salas

Taborca ID: 51117

Date of Hire: 03/19/19

Date of Re-Act: / /

New employee set up

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

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

Applicant Information	
Name: <u>JESSICA CALAS</u>	Interviewer: <u>Alanna</u>
Date: <u>03/19/2019</u>	Rate of Pay:
Position (s) Applied for: <u>CASHIER, FOTI, CASHIER prep, line</u>	Referred by:

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

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

Relevant Experience & Summary of Strengths
<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p>goes to <u>west valley</u> - will have summer classes</p> <p>has a very good, positive attitude, patient (caretaker)</p> <p><u>good eye contact, smiling</u></p> <p>has done prepping, chopping, set up</p> <p><u>cut fruits, assembly</u></p> <p>TB tested</p> <p>enjoys travelling</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>good fit for the forum</p> <ul style="list-style-type: none"> - stanford / <u>backups</u> - Google </div>

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

needs FHC

Transportation	
<u>Car</u>	Public Transit Carpool (Rider / Driver)
Regions Available to work:	
SF City	SF North SF Peninsula East Bay Outer East Bay
<u>San Jose</u>	South San Jose <u>SJ Peninsula</u>
Certifications (if any)	
TIPS	Serv-Safe LEAD Other _____ Will Submit
Availability	
<u>Open</u>	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:

Jessica Salas

195 Sanchez Drive
Morgan Hill, CA 95037
(669) 251-6693
salas.jessica@rocketmail.com

EXPERIENCE

Nordstrom, Valley Fair Mall — Maintenance Team.

Jan - June 2018 -

Job tasks included cleaning the store, help with store events, and stocking items in all areas of the store. Being on call for any type of hazard or fixing in the store.

Safeway, San Jose — Cut Fruit Department.

April 2016 - Jan 2017 -

Tasks included preparing fruit trays, cutting and washing fruit. Preparing parfaits, salsa, hummus, and fresh snack packages.

Macy's, Eastridge Mall — Visual Team.

Aug - Dec 2015

I performed tasks such as decorating, setting up ADs, manikins, and decorations for sales. Decorating the store for each season of the year.

EDUCATION

Apollo High School, San Jose, CA — Diploma

Mascot-Sports

West Valley College, Saratoga, CA — Current Student

March 2017 - Aug 2018

Current student in pursuing a career in Occupational Therapy. Enthusiastic concerning health and biology. Enjoys reading, volunteering, and exercise. Always interested in learning new ideas.

PROJECTS

Adopt-A-Highway — Volunteer, Advocate.

Maintains a highway and its cleanliness. Keeping the freeway safe and the environment free of trash.

SKILLS

- Computer skills
- Cash handling
- Customer service
- Sales
- Organization
- Team work

AWARDS

Received an excellent service award for providing outstanding service to a secret shopper.

Certifications

- CPR certified
- Fingerprinted
- Tb test

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 Jessica V Salas Date: 03/19/2019
Home Telephone (669) 251-6693 Other Telephone ()
Present Address 2746 Fontaine Rd.
Permanent Address, if different from present address:
Email Address salas.jessica@rocketmail.com

EMPLOYMENT DESIRED

Position applying for: Front of House 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? 04/01/2019

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	N/A	after 12	after 12	after 12	after 12	open	open
PM	open	open	open	open	open	open	open

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 ☐

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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?
Apollo High School	San Jose, CA	12	Yes.
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input type="radio"/> 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	<input type="radio"/> 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 Nordstrom. 2855 Stevens Creek Blvd. San Jose, CA

Type of Business Mall. Telephone No. (408) 248-2180 Supervisor's Name Neo Ocampo

Your Position and Duties Household, clean bathrooms/mall, sweep, clean, wash, stock.

Dates of Employment: From Jan 18' To June 18'

Reason for Leaving: Change of schedule.

Name and Address of Employer Safeway. 1663 Branham Ln. San Jose, CA

Type of Business Grocery Telephone No. (408) 267-0550 Supervisor's Name Tracy

Your Position and Duties Cut Fruit, fruit trays & snack prep, cleaning, sanitize equipment and Department.

Dates of Employment: From April 16' To December 17'

Reason for Leaving: moved to another city.

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 ☒
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: Bianca Perling S Telephone No. (408) 614 3982

Address n/A

Occupation: caregiving / childcare Relationship: Acquainted Number of Years Acquainted: 3

Name: Linda Garcia Telephone No. (408) 270 8683

Address 2746 scottsdale dr.

Occupation: Previous Employee Daycare Relationship: Employee Number of Years Acquainted: 4

Name: Hilda Larios Telephone No. (408) 413-8887

Address n/A

Occupation: Safeway Relationship: Employee Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

JS

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.

JS

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.

JS

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.

JS

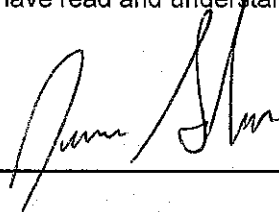
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

JS

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

03 / 19 / 2019

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Jessica 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): FOH @ 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, 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)

Maura Chung
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

03/20/2019
(Date)

Jessica Salas
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

03/20/2019
(Date)

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

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