



Name: Xiomara Serrano

Taborca ID: 51229

Date of Hire: 03/29/19

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: <u>Xiomara Cerrano</u>	Interviewer: <u>Aura</u>
Date: <u>03/29/2019</u>	Rate of Pay:
Position(s) Applied for: <u>housekeeping / cashier / concessions</u>	Referred by: <u>Alyssa Johnson</u>

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

Seeking:
<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

NOT going to school  
currently at PINK in Oakridge  
will be changing availability to work around 1  
F/T job

Employee referral

P.O.S. Experience: Y / N details: \_\_\_\_\_

Needs FHC

## 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:

# **Xiomara Serrano**

146 Nashua Ct.  
San Jose, CA 95139  
(702)884-4056  
xiomara.serrano39365@gmail.com

## **Skills**

- outgoing
- energetic
- problem solving
- friendly
- enthusiastic
- good communication

## **Experience**

February 2019 -current

### **Pink, Oakridge Mall- *Sales generalist***

- Greet customers
- Tell them about sales we have going on
- Assist them if needed

March 2018- December 2018

### **Shoe Palace, Las Vegas - *Sales associate***

- Greet customers
- Tell them about the shoes
- Grab shoes

November 2017 - April 2018

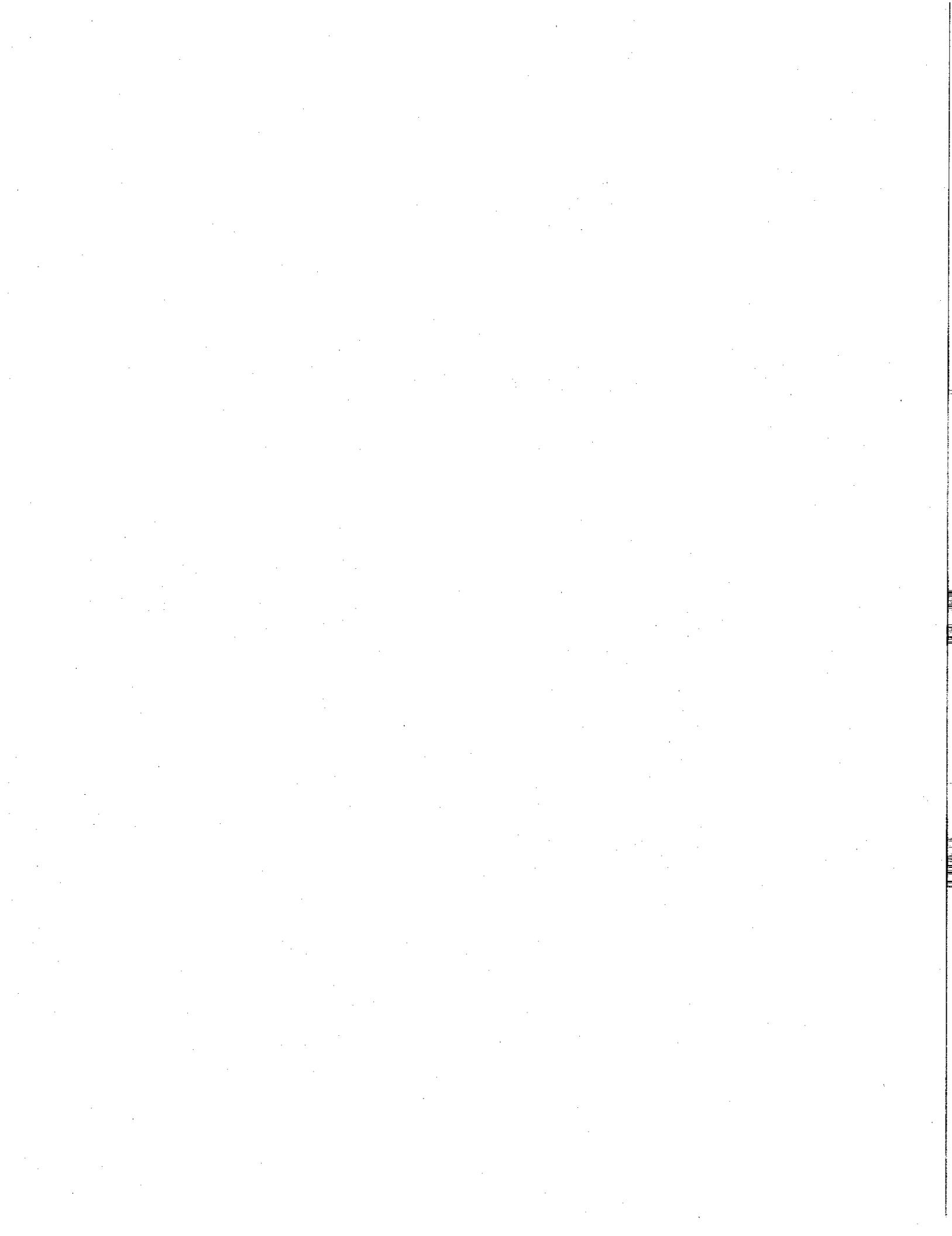
### **Circus Circus, Las Vegas - *Midway Games Operator***

- Greet customers
- Handle money
- Give away prizes

## **Education**

August 2013- June 2017

### **Sunrise Mountain High School - *High School Diploma***





## 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 Xiomara Serrano Date: 3/26/19  
Home Telephone (702) 881-4056 Other Telephone ( )  
Present Address 196 Nishua Ct San Jose, CA 95139  
Permanent Address, if different from present address:  
Email Address Xiomara.Serrano39365@gmail.com

Position applying for: Plaza Suites Salary desired: 16

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 Aliyssa Johnson 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? 3/26/19

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	7 am	7 am	7 am	7 am	7 am	7 am	7 am
PM	4 pm	4 pm	4 pm	4 pm	4 pm	4 pm	4 pm

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

Aliyssa Johnson, friend

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.)

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

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Sunrise Mountain H.S.	Las Vegas NV	12th grade diploma	Y
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:			

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 Pink 925 Blossum Hill Rd. San Jose, CA 95123

Type of Business Retail Telephone No. (408) 360-9847 Supervisor's Name JESSICA

Your Position and Duties Sales generalist, greet customers, processing, shipment, organizing, cashiering

Dates of Employment: From Feb 2014 To Current Weekly Pay: Starting 16 Ending

Reason for Leaving: Currently still employed

Name and Address of Employer Shop Place 4440 E Washington Ave Las Vegas NV 89116

Type of Business Retail Telephone No. (702) 936-7553 Supervisor's Name Jordan

Your Position and Duties Sales Associate, greet customers, processing, get chores, shipment,

Dates of Employment: From March 2018 To December 2018 Weekly Pay: Starting 8.25 Ending

Reason for Leaving: Moved

Name and Address of Employer CIRCUS CIRCUS 2880 S Las Vegas Blvd  
Las Vegas, NV 89109

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YOUR HOSPITALITY STAFFING PROFESSIONALS

Type of Business Casino Telephone No. (707) 200-734-1410 Supervisor's Name Richard  
Your Position and Duties Midway games operator, greet people, ask to play  
the game, give away prizes

Dates of Employment: From Nov 2017 To April 2018 Weekly Pay: Starting 8.25 Ending

Reason for Leaving: POOR management, also got a new job

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: NO

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes NO  
If so, describe: \_\_\_\_\_

## WORK RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: ASHLEY JOHNSON Telephone No. (669) 225-5007

Address: 46 Nashua Ct. San Jose CA 95139

Occupation: retail Relationship: Friend Number of Years Acquainted: 1

Name: Julia Bryan Telephone No. (408) 324-4023

Address: \_\_\_\_\_

Occupation: Gymnastics Coach Relationship: Friend Number of Years Acquainted: 5

Name: Mariyah Flaming Telephone No. (702) 920-9491

Address: \_\_\_\_\_

Occupation: Host Relationship: Friend Number of Years Acquainted: 3

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

Please Read Carefully, Initial Each Paragraph and Sign Below

XB

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.

XB

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.

XB

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.

XB

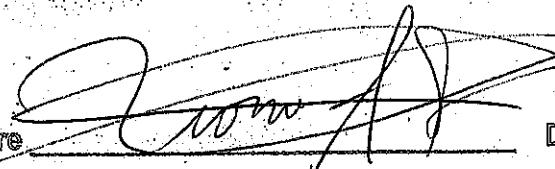
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

XB

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

31/26/2019

3 MONTHS STARTING PROBATION:

from first date of work,  
no call outs / tardy for

first 3 months. END OF 3rd

Your Hospitality Staffing Professionals

month, review of performance. If met standards,

wage will increase \$0.50 to the total of \$17/hr.

For housekeeping @ **Attendance Policy**  
The Plaza Suites only.

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. **All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207.** You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than **three** points in a 90-day period can result in termination of employment.

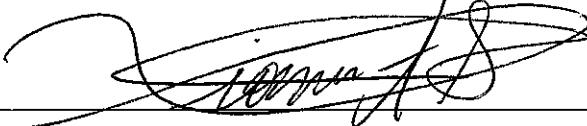
**Tardy** – Anybody not signed/ clocked-in by their start time. 1 Point

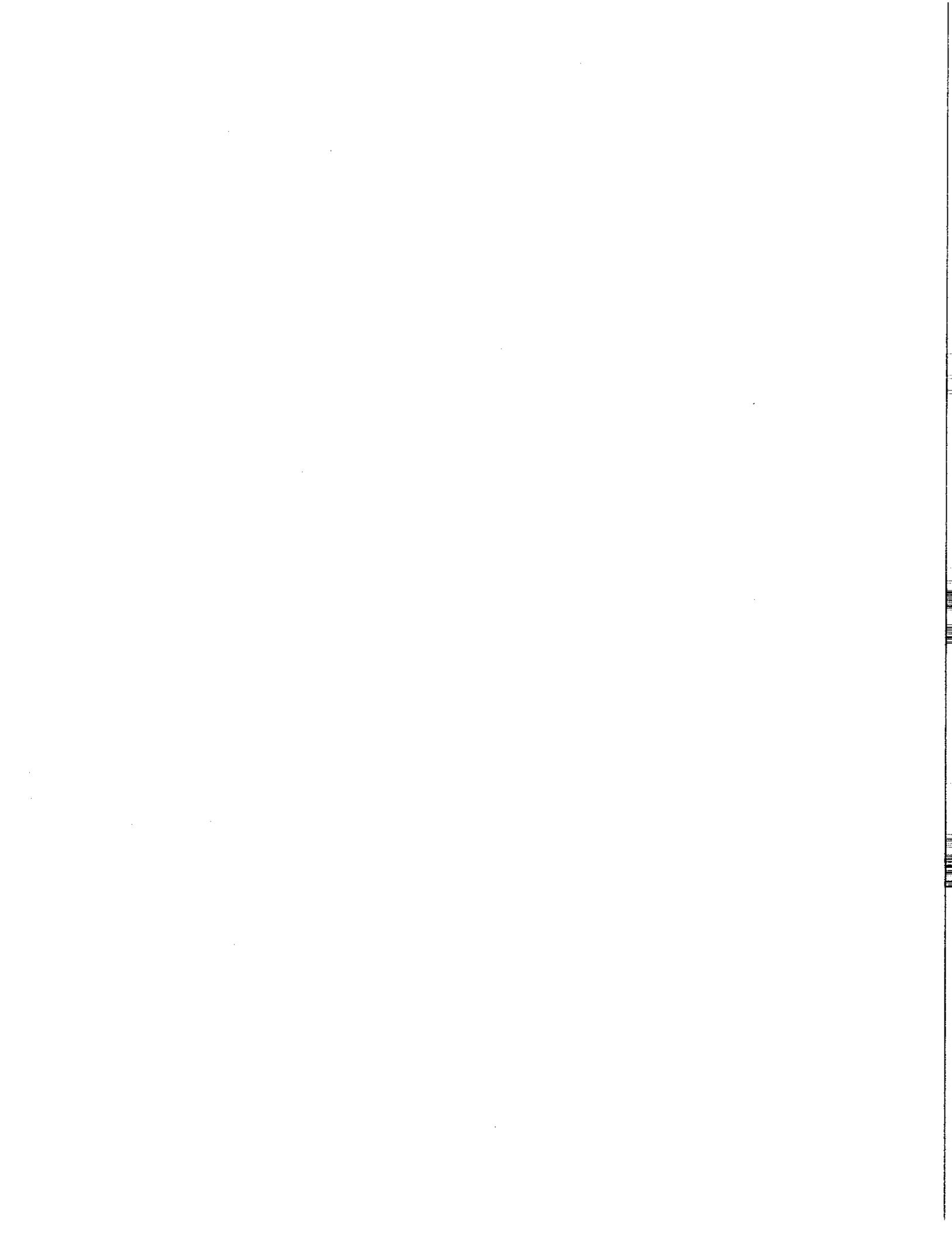
**Call Off** – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

**LM Call-Out** – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

**No Call No Show** – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Xiomara Serrano Date: 3/29/19

Signature: 



**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Xiomara Serrano  
Start Date: 13/29/2019

**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: \$16.50 Overtime Rate(s) of Pay: \$24.75

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

Other (provide specifics): Housekeeping @ The Plaza Suites

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:

**PAD 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)

Plaura cheung

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

03 / 29 / 2019

(Date)

X16márc serrano

(PRINT NAME of Employee)

(SIGNATURE of Employee)

3/29/19

(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.

**Housekeeping Test**

71.4%

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 

a) Floors	<input checked="" type="radio"/> Daily / Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily / Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily / Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily / Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily / Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
  - a) Leave it for someone else to clean- up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?  
*contact a manager and ask what to do next*
10. What do you do if you find Lost and Found items in a guest rooms?  
*take to the lost & found - 1/2*
11. Describe the difference between a disinfectant and a cleaning solution?  
*disinfectant is more so used when there is an unknown substance & cleaning solution is used to wipe down when there is*  
*the mirrors or so. - 1/2*

