Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: _Mathew Hunt_

Taborca ID: _57391_

Date of Hire: _04_ / _10_ / _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: Matthew Hunt	Interviewer: Alaura
Date: 04 / 10 / 2019	Rate of Pay:
Position (s) Applied for: Server / FOH	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

currently working as hospice nurse M-F

part time event work for now
later on for catering / holiday parties
flexible pick it up as you go

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: flexible

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:

MATHEW HUNT

1310 Via Dondera, Santa Clara, CA · (408) 600-5114

HUNT.J.MATHEW@GMAIL.COM

EXPERIENCE

01/04 – 01/2010

SERVER, OUTBACK STEAKHOUSE

- Prepare room for dining by clothing tables and setting decorations, condiments, candles, napkins, service plates and utensils
- Protect establishment and patrons by adhering to sanitation, safety and alcohol beverage control policies
- Help patrons select food and beverages by presenting menu; offering cocktails; suggesting courses; explaining the chef's specialties; identifying appropriate wines; answering food preparation questions
- Stay updated on current menu choices, specialties and menu deviations, knowing if the kitchen staff is running out of any items, etc.
- Transmit orders to bar and kitchen by recording patrons' choices; identifying patrons' special dietary needs and special requests
- Keep kitchen staff informed by noting timing of meal progression
- Serve orders by picking up and delivering patrons' choices from bar and kitchen; deliver accompaniments and condiments from service bars
- Respond to additional patron requirements by inquiring of needs; observing dining process
- Maintain table setting by removing courses as completed; replenishing utensils; refilling water glasses; being alert to patron spills or other special needs
- Properly open and pour wine at the tableside
- Conclude dining experience by acknowledging choice of restaurant; inviting patrons to return

1/08 – 1/13

BANQUET SERVER, FAIRMONT HOTEL

- Promptly served all food courses and alcoholic beverages to guests.
- Answered questions about food options and made recommendations when requested.
- Effectively communicated with kitchen staff regarding customer allergies dietary needs and other special requests.
- Regularly checked on guests to ensure satisfaction with each food course and beverages.

EDUCATION

12/2016

NURSING, SAN JOSE STATE UNIVERSITY
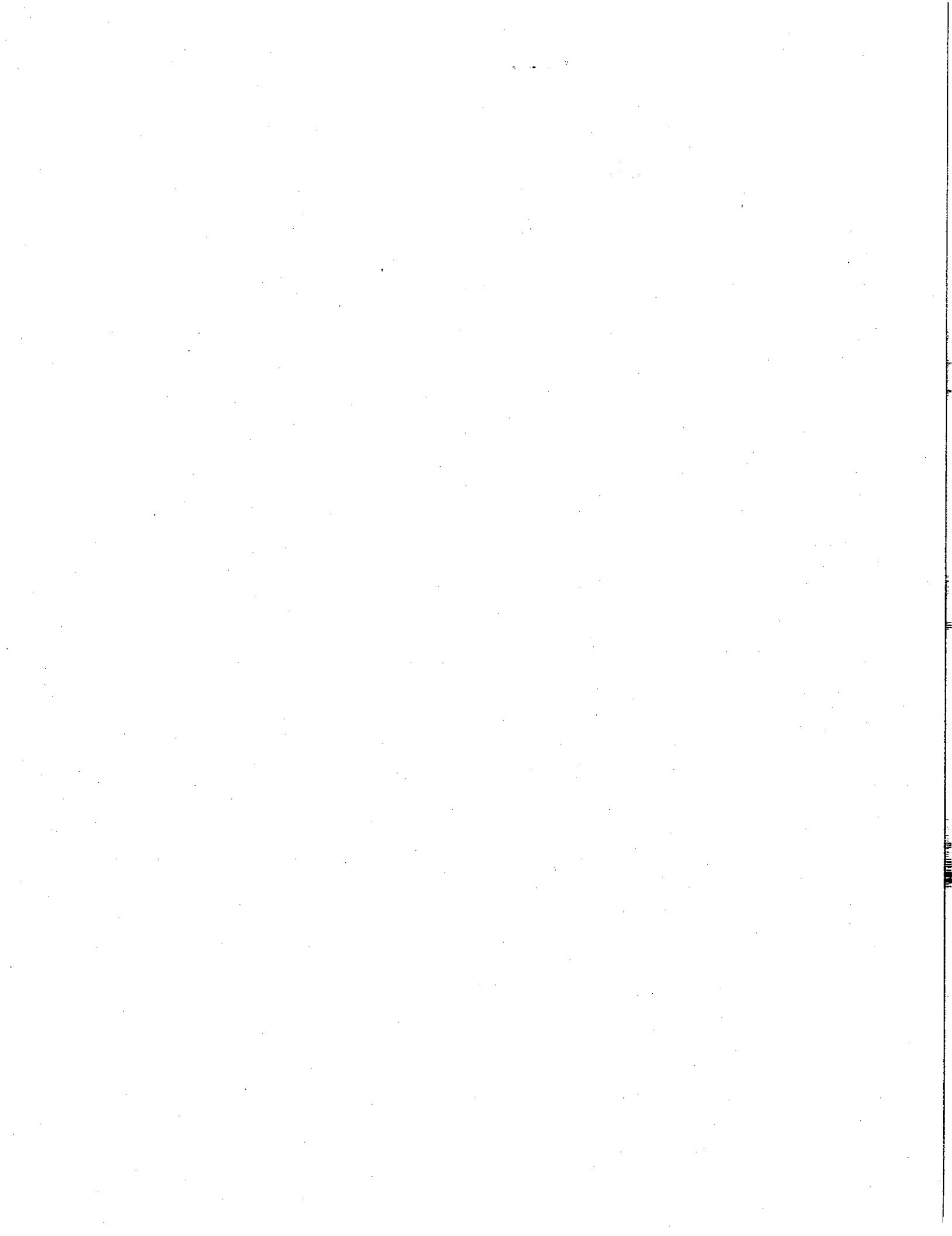
NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Mathew Hunt

Start Date: 04 / 10 / 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: $17.00   Overtime Rate(s) of Pay: $26.50

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

☐ Other (provide specifics): Cashier / concessions @ levi's

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

DLSE-NTE (rev 9/2014)

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 Cheung

(PRINT NAME of Employer representative)

[signature]

(SIGNATURE of Employer Representative)

04 / 10 / 2019

(Date)

MATTHEW HUNT

(PRINT NAME of Employee)

[signature]

(SIGNATURE of Employee)

4/10/19

(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.

DLSE-NTE (rev 9/2014)

Acrobat
outsourcing
Your Hospitality Staffing Professionals

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 _MATHEW HUNT_ Date: _4/10/19_

Home Telephone (_408_) _600-5114_ Other Telephone (___) _N/A_

Present Address _1310 Via Dindera Santa Clara CA 95051_

Permanent Address, if different from present address: _N/A_

Email Address _Hunt.J.Mathew@gmail.com_

EMPLOYMENT DESIRED

Position applying for: _Server / Barback_ Salary desired: _open_

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

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? _4/10/19_

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

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____

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?
San Jose State University	San Jose	BSN	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:			

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 Vitas Healthcare

Type of Business Hospice _____ Telephone No. (408) 964 - 6800 Supervisor's Name Ralph Bjasa

Your Position and Duties Nurse

Dates of Employment: From 3/19 To Present

Reason for Leaving: N|A

Name and Address of Employer Valley Medical Center

Type of Business Hospital _____ Telephone No. (408) 885 - 5000 Supervisor's Name Priscilla Orbello

Your Position and Duties CNA

Dates of Employment: From 3/15 To 2/18

Reason for Leaving: Temp / RN job

Name and Address of Employer 750 S Bascom ave Fairmont Hotel

Type of Business Hotel _____ Telephone No. (408) 998 - 1900 Supervisor's Name _____

Your Position and Duties Banquet server

Dates of Employment: From 1/05 To 1/13

2

Reason for Leaving: _____

Name and Address of Employer Outback Steakhouse Milpitas
Type of Business restaurant   Telephone No. (408) 263-5400 Supervisor's Name Jose Ortiz
Your Position and Duties Server

Dates of Employment: From 1/04 To 1/10
Reason for Leaving: School
Have you ever been fired from any previous place of employment? If so, please explain: NA

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: Maryellen Dyer   Telephone No. (805) 798-4408
Address _____ N/A
Occupation: Nurse practitioner Relationship: Professor   Number of Years Acquainted: 5

Name: Priscilla Oribello   Telephone No. (408) 406-3456
Address _____ N/A
Occupation: Nurse Manager   Relationship: Manager   Number of Years Acquainted: 5

Name: Tessie Moore   Telephone No. (801) 917-7573
Address _____ N/A
Occupation: Nurse   Relationship: Colleague   Number of Years Acquainted: 7

Acrobat
.outsourcing
Your Hospitality Staffing Professionals

Please Read Carefully, Initial Each Paragraph and Sign Below

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.

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.

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.

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.

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 4/10/19

4

Name **Matthew Hunt**

Servers Test

Score 29.5 / 35

−5.5

(84.2%)

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

D 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 dinning 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

D Scullery

E Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

F Corkscrew

C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water

B. 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)

C. Used to hold a large tray on the dining floor

D. Area for dirty dishware and glasses

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F. Used to open bottles of wine

G. Style of dining in which the courses come out one at a time

2

Name _Mathew Hunt_

Servers Test

Score _/35_
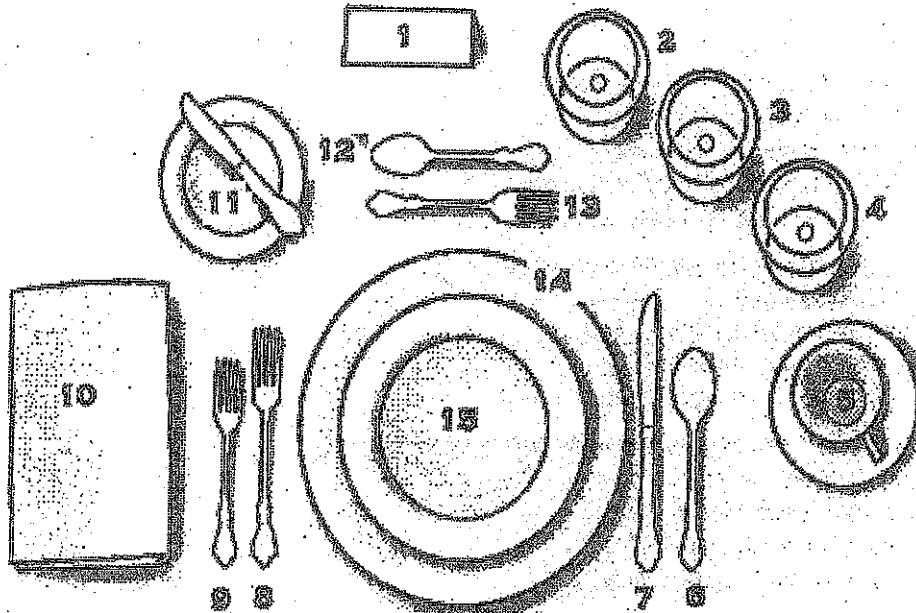
Match the Number to the Correct Vocabulary

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	Wine Glass (Red)
13	Dessert Fork	9	Salad Fork
6	Soup Spoon	14	Service Plate
15	Salad Plate	3	Wine Glass (White)
4	Water Glass		

Fill in the Blank

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

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

3. Synchronized service is when: _Meals come out in scheduled intervals_

4. What is generally indicated on the name placard other than the name? _Type of meal_

5. The Protein on a plate is typically served at what hour on the clock? _3_

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

-3.5