



Name: Jena Fairbanks

Taborca ID: 57439

Date of Hire: 04/12/19

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: Jenna Fairbanks	Interviewer: Alaura
Date: 04/12/2010	Rate of Pay:
Position (s) Applied for: Cashier / Concessions, FOTL	Referred by:

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

- lots of experience in managing
- great answers for leadership vs. management
- enjoys being around people
- strongly motivated

- ② would strongly recommend
for Google FOTL Lead

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

Transportation

<input checked="" type="checkbox"/> Car	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Carpool (Rider / Driver)
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Regions Available to work:

SF City	SF North	SF Peninsula	East Bay	Outer East Bay
<input checked="" type="checkbox"/> San Jose	<input checked="" type="checkbox"/> South San Jose	<input checked="" type="checkbox"/> SJ Peninsula		

Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	<input checked="" type="checkbox"/> Will Submit
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Availability

<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> AM only <i>preferred</i>	<input type="checkbox"/> PM only	<input type="checkbox"/> Weekdays only	<input type="checkbox"/> Weekends only
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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:

JENA FAIRBANKS

Cell: (408) 597-5068

P.O. Box 8585 San Jose CA 95155

Email: fairbanksjena@yahoo.com

OBJECTIVE

Seeking a position in which I can leverage and enhance my current skills. Background includes over 7 years customer service, managerial, teller/cashier, inventory, catering and administrative. Seeking room for growth and long term.

WORK EXPERIENCE

The Palm Cafe. San Jose, CA. 08/2017 - 04/2019

Deli Manager

- Oversee daily inventory of all products to ensure proper product flow.
- Prepare, pack, and serve quality fresh food.
- Managing stores order from vendors. Customer service
- Sandwich deli prep. Cleaning and maintaining store readiness.

Noah's Bagel San Jose, CA 03/2013 - 04/2016

Shift Manager /Catering

- Supervise a shift of ten or more people.
- Manage cash handling and do bank deposits.
- Handle inventory for store with our large vendors.
- Prepare, deliver, handle invoicing and payments for catering orders.

Dollar Tree, Inc. San Jose, CA 08/2008 – 04/2009

Assistant Manager

- Supervise all daily functions of store activity to ensure customer satisfaction.
- Manage full and part time shift schedules of employees and other personnel issues.
- Manage front cashiers in areas of monies handling, voids, shift breaks and customer services
- Handle all aspects of inventory, and performed daily bank runs.

Bath and Body Works San Jose, CA 04/2007- 06/2007

Sales Associate/ Cashier

- Sold bath and body products to a large customer base that visited one of the most high volume malls in Silicon Valley.
- Managed cashier activities in the area of purchasing, returning, and exchanges and enforced store policy.

Macy's West San Jose, CA 11/2006 - 04/2007

Stock Merchandiser

- Ensured display is merchandised according to store plan-o-grams.
- Worked with management to ensure merchandise got the best placement.
- Worked during holiday season when all merchandise had to be on the floor in a timely manner.

SOFTWARE SKILLS

Word / Excel / PowerPoint /

EDUCATION

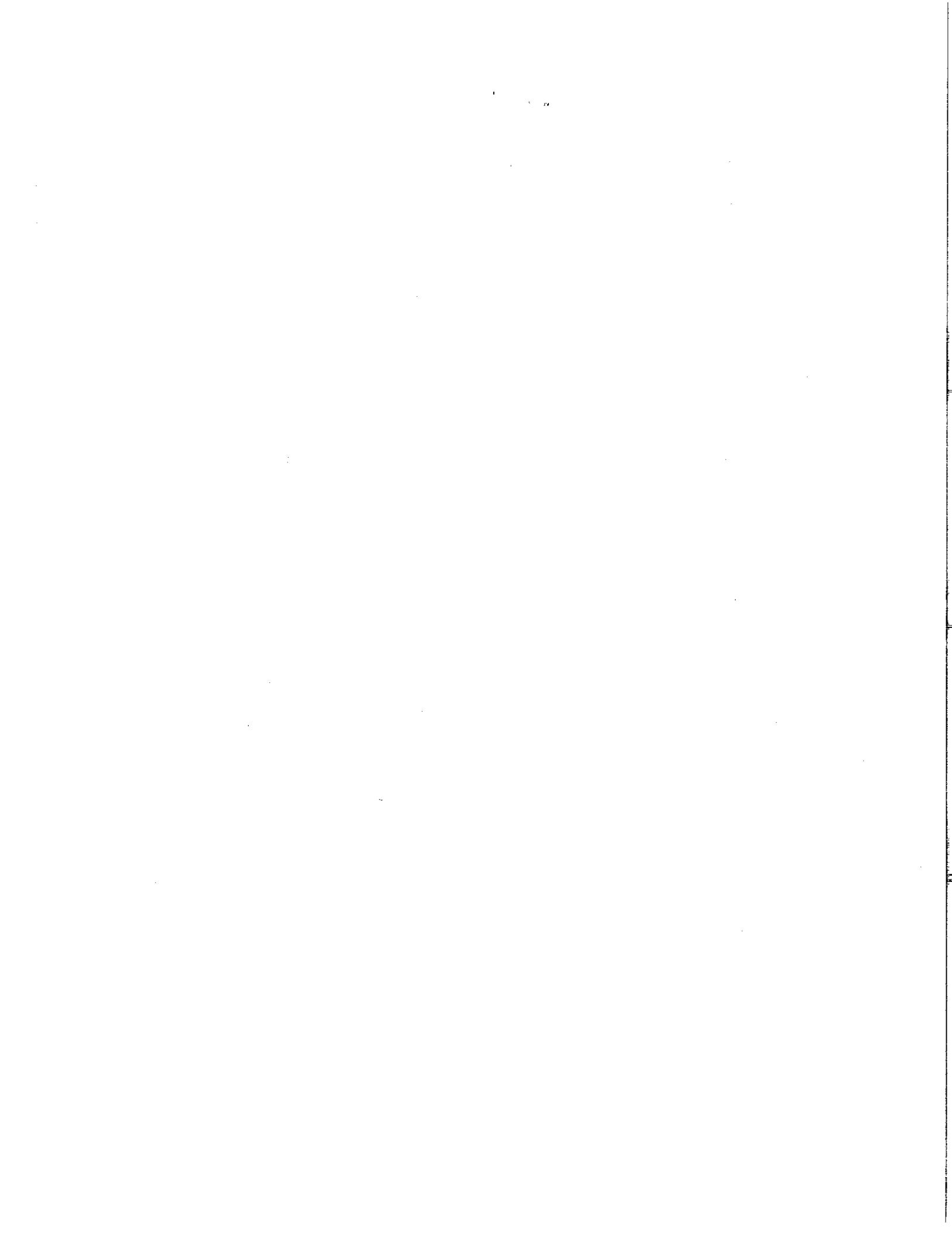
Western Career College – Medical Assistant San Jose, CA 2010

Phoenix High School (CCOC) – Diploma San Jose, CA 2009

Central County Occupational Center (CCOC) San Jose, CA 2006
(Administrative Assistant)

HOBBIES

Competitive Cheer, Poetry, Reading, Hiking and Walking



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 Jena Fairbanks Date: 4/12/19
 Home Telephone (408) 597-5068 Other Telephone ()
 Present Address P.O. Box 8585 San Jose CA 95155
 Permanent Address, if different from present address: _____
 Email Address fairbanks.jena@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Monster truck Jam / open Salary desired: 17 ⁰⁰ + hour
 Are you currently registered with any staffing and/or employment agencies? If so, please list
NO

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 Craigslist 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? 4/12/19

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	12am - 12noon	12am - 3pm	12am - 12noon				
PM	7pm - 12am	7pm - 12am	7pm - 12am	7pm - 12am	7pm - 12am	7pm - 12am	7pm - 12am

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

NO

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?
Phoenix High School	San Jose CA	High School diploma	Yes
Western Career College	San Jose CA	Medical Ast.	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: Medical Assistant Certificate - Microsoft Word (Beg)			

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 The Palm Cafe

Type of Business Deli Telephone No. (408) 298-3388 Supervisor's Name Shohreh Bagheri

Your Position and Duties Deli Manager - Prep, prepare, cook, label, Rotate food, Restocking, Inventory, Sandwich prep, Cash register, Customer Service, Sanitize and clean Store,

Dates of Employment: From 8/17 To 4/99

Reason for Leaving: Selling Cafe

Name and Address of Employer Noah's Bagels

Type of Business Coffee/Bagels Telephone No. (408) 298-8953 Supervisor's Name Denny Guenther

Your Position and Duties Shift lead - open/close store, cash register, safe handling, Bank deposits, Baking Bagels/pastries, Making Breakfast/lunches, Food prep, maintenance

Dates of Employment: From 3/13 To 4/10

Reason for Leaving: Birth of Son

Name and Address of Employer Dollar Tree

Type of Business Retail Telephone No. (408) 265-2742 Supervisor's Name Blue chin

Your Position and Duties Assistant Manager - Manage a team, give Breaks, Stock floor, Receive incoming trucks, Place store orders, Bank deposits, Cash Register.

Dates of Employment: From 8/08 To 4/09

8/08

Reason for Leaving: going back to school. High school diploma / college

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: _____

NO

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: Lisa Browne Telephone No. (408) 659-5266

Address San Jose CA

Occupation: Assistant - Attic CREW Relationship: old coworker Number of Years Acquainted: 10 years

Name: Johnathan Barnes Telephone No. (408) 726-8672

Address San Jose CA

Occupation: Fair inspector - Calmax tech Relationship: friend Number of Years Acquainted: 7 years

Name: Mya Lilly Telephone No. (408) 627-3674

Address Capitola CA

Occupation: Mya the devine Relationship: other Number of Years Acquainted: 15 years

Please Read Carefully, Initial Each Paragraph and Sign Below

JF 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.

JF 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.

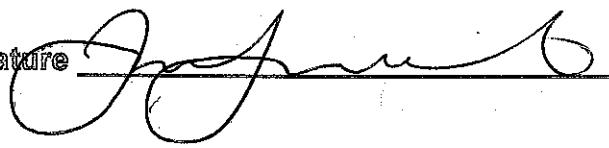
JF I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

JF 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.

JF 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

4/12/19

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Jena Fairbanks

Start Date: 04/12/2019

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: \$18.00 Overtime Rate(s) of Pay: \$27.00

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

Other (provide specifics): +0.11 @ 600glo

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)

Alainn Chung

(PRINT NAME of Employer representative)

Amber

(SIGNATURE of Employer Representative)

04/12/2019

(Date)

Jena Fairbanks

(PRINT NAME of Employee)

Jena Fairbanks

(SIGNATURE of Employee)

04/12/19

(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.

Cashier Test

Score 12 / 15

3

B

1) A roll of quarters is worth?

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

80%

A

2) A roll of dimes is worth?

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

D

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

9.8%

6) What is the current sales tax rate in your city 9.8%

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

2.94
7.06

B

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

14.50
21.00
3.50

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

21.50

Cashier Test

Score / 15

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

B

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? ID, Passport

15) How many \$20 bills are in a bank band? 500