

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Paul Holguin

Taborca ID: 51819

Date of Hire: 5/7/2019

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>Paul Holguin</u> | Interviewer: <u>Diana Gomez</u> |
| Date: <u>5/7/2019</u> | Rate of Pay: <u>\$16/hr</u> |
| Position (s) Applied for: <u>Server</u> | Referred by: |

| Test Scores | | | | | |
|-------------|--------------|-------------|--------------|------------|---|
| Server | <u>26/35</u> | <u>74</u> % | Bartender | <u>/35</u> | % |
| Prep Cook | <u>/20</u> | % | Barista | <u>/15</u> | % |
| Grill Cook | <u>/40</u> | % | Cashier | <u>/15</u> | % |
| Dishwasher | <u>/10</u> | % | Housekeeping | <u>/14</u> | % |

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

| Relevant Experience & Summary of Strengths | Total of _____ in Food Service/Hospitality |
|---|--|
| <p><u>Applebee's host, Server</u> "6 months"</p> <p><u>Supervisor Shift / HMS Host Host</u></p> <p><u>Part-time Server - Corporate Events</u></p> | <p>- great personality</p> <p>- willing to drive far.</p> <p>- customer service experience</p> |
| P.O.S. Experience: <input checked="" type="radio"/> Y <input type="radio"/> N details: _____ | |

| Transportation |
|--|
| <input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver) |
| Regions Available to work: |
| <u>LA</u> <u>OC</u> <u>San Jose</u> |

| Certifications (if any) |
|--|
| TIPS Serv-Safe LEAD Other <u>Food Handler</u> Will Submit |

| Availability |
|---|
| <input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only |
| Details: |

| Uniforms Owned: |
|--|
| <input checked="" type="radio"/> Bistro <input type="radio"/> Black Bistro <input type="radio"/> Tuxedo <input type="radio"/> 1/2 Tuxedo <input type="radio"/> Black Vest <input type="radio"/> Long Black Tie <input type="radio"/> Chef Coat <input type="radio"/> Chef Pants <input type="radio"/> Knives <input checked="" type="radio"/> Black Pants <input checked="" type="radio"/> Non-Slip Shoes <input type="radio"/> Bow Tie Other: _____ |
| Would you recommend this applicant for Acrobat Academy? <u>Yes</u> |
| Convention Candidate? _____ |
| Other Languages Spoken: _____ |



ACROBAT OUTSOURCING
TSC GROUP

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 Paul Holguin Date: 5/7/19
Home Telephone (669) 377-3792 Other Telephone ()
Present Address 2151 Oakland Rd # 421
Permanent Address, if different from present address: _____
Email Address Holguin P07@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Server Salary desired: 18.00

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 Craigslisr 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 | X | open | | | | | |
| PM | X | Flexible | | | | | |

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___

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? |
|--|---------------|--------------------------------------|-------------------------------------|
| BOYTON | San Jose City | 12 | YES |
| Do you have any special licenses, certificates or special training? If so please list under "Special". | | YES | <input checked="" type="radio"/> NO |
| Are you computer literate? If so, list software knowledge under "Special." | | <input checked="" type="radio"/> YES | <input checked="" type="radio"/> NO |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special." | | <input checked="" type="radio"/> 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." | | <input checked="" type="radio"/> YES | NO |
| Special: Refer to Resume | | | |

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 Specialities Palo Alto

Type of Business Food Telephone No. () Supervisor's Name Sorlyan

Your Position and Duties Delivery Driver

Dates of Employment: From 11/19 To —

Reason for Leaving: Too far. Not enough deliveries

Name and Address of Employer C.A.R.D

Type of Business Learning Telephone No. () Supervisor's Name Miguel

Your Position and Duties Behavior technician

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 Refer to Resume

Dates of Employment: From — To —

Reason for Leaving: Refer to Resume

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: Cerese Hopkin Telephone No. (669) 377-2285

Address _____

Occupation: Pet Groomer Relationship: Friend/ex co-worker Number of Years Acquainted: 1

Name: Angelica Woods Telephone No. (408) 823-4504

Address _____

Occupation: Real estate Relationship: Friend/ex co-worker Number of Years Acquainted: 9

Name: Wendy Ortega Telephone No. (650) 557-6911

Address _____

Occupation: House Cleaning Relationship: Friend Number of Years Acquainted: 17

Please Read Carefully, Initial Each Paragraph and Sign Below

PH

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.

PH

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.

PH

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.

PH

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.

PH

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.

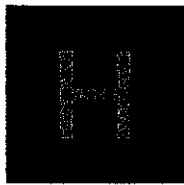
I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

Paul H. [Signature]

Date

5/7/19



Paul Holguin

669-377-3792

holguin_p07@yahoo.co

m

2151 Oakland Rd spce

421

SAN JOSE, California,

95131

SUMMARY

I'm very well-rounded and diverse and very capable of any position put in. I come with 17 years of work experience (spanning numerous types of field of work) that I am able to apply or relate to new kinds of work or duties. I am very confident, versatile, and driven for success. I look to bring all of my skills and experience to any new job and improve that company in any way possible with my professionalism and individuality.

SKILLS

- under 10 years hospitality experience
- Supervisor over 3 years
- Customer service over 17 years
- Exceptional Problem Solver
- Works great under pressure
- Strong team member and assist
- Fantastic interpersonal skills
- High customer service
- Employee development
- Good clerical knowledge
- Excellent multi-tasker
- Strong communication skills
- Resolution-oriented

EXPERIENCE

Delivery Driver

Palo Alto, CA

Specialties/ Nov 2018 to Current

Help put together orders for morning and afternoon deliveries.

Make up to 5-12 deliveries in a shift. Assist with any BOH work: sweeping, mopping, throwing/replacing trash, stocking. Deliver food orders before exceeded time given and delivery time. Keep delivery vehicle clean and detailed

Front Desk Agent

Mountain View

Hampton Inn/ Mar 2015 to Dec 2018

- Reserved guest rooms over phone, in person and via computer for travelers and provided confirmations.
- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.
- Received all incoming calls and coordinated with hotel staff to fulfill requests and resolve issues.
- Educated guests regarding important property information and directions to all areas of hotel, including, gift shop and restaurants.

Behavioral Therapist

San Jose, CA

Center for Autism and Related Disorders/ Jun 2018 to Current

- Taught clients anger management techniques, relaxation skills, impulse control, social skills, emotional coping skills and functional living skills.
- Organized treatment projects that focused on problem solving skills and creative thinking.
- Efficiently gathered information from families and social services agencies to inform development of treatment plans.
- Quickly responded to crisis situations when severe mental health and behavioral issues

arose.

Shift Supervisor

San Jose

HMS Host/ Jul 2017 to May 2018

- Inspected incoming supplies to verify conformance with materials specifications and quality standards.
- Monitored employee performance and safety, conducting retraining to correct problems and optimize productivity.
- Answered and resolved customer questions and concerns.
- Motivated team members to complete assigned tasks and perform at exceptional levels.
- Completed opening and closing duties to facilitate business operations.
- Performed store opening and closing procedures, including setting up registers and checking products.
- Collaborated with team members to improve performance and implement training updates.

Corporate Events Ambassador

Mountain View

The Whole Cart/ Apr 2017 to May 2018

- Supervised successful team of 60+ Food Truck team by conveying project information consistently, quickly resolving issues and delivering constructive feedback.
- Created and improved daily work plans for serving operation, including planning production schedules and optimizing task flows.
- Sustained safety protocol to ensure proper, cost-effective and safe handling of equipment and materials.
- Motivated team members to complete assigned tasks and perform at exceptional levels.
- Set-up/break down breakfast and lunch areas
- Patrolled work areas every 30 min to inspect operations, identify concerns and implement corrective actions.
- Resolved customer complaints and reported issues to senior management.

Floor Manager

Campbell

Aqui restaurant / Aug 2012 to Mar 2014

- Achieved sales goals and business objectives by motivating staff and promoting quality food.
- Assessed team member performance and developed improvement plans.
- Established effective employee schedules to meet expected customer demands.
- Monitored and corrected inefficient or inaccurate work to maintain team performance.
- Connected with customers daily to understand needs, provide assistance and collect feedback to optimize operations.
- Performed quality assurance procedures to ensure products and services offered met standard grade.

EDUCATION AND TRAINING

High School Diploma

Boyton High School 2003

San Jose

Name

Paul H

Servers Test

Score 24 / 35

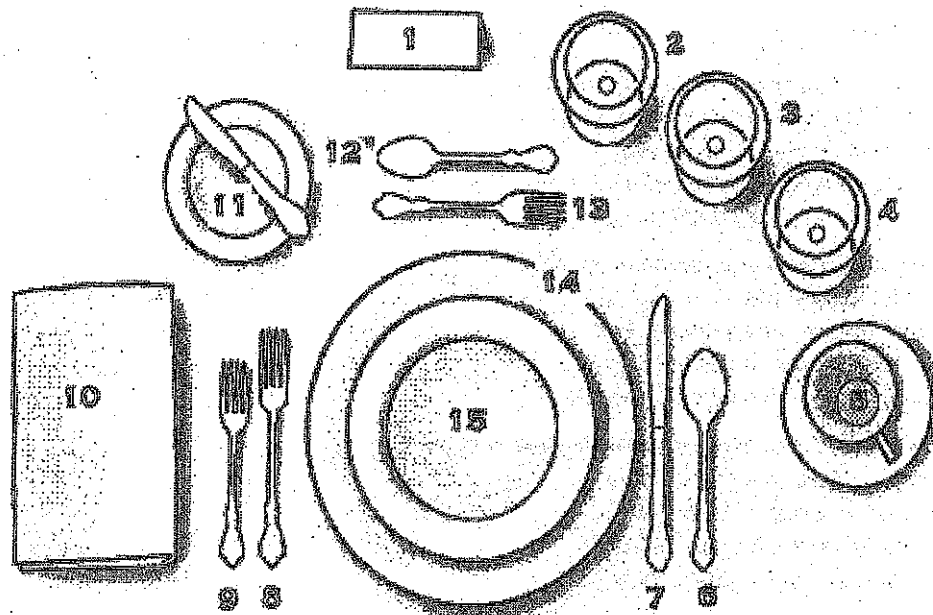
Multiple Choice

- B 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
- C 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
- B 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 dining 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

- | | |
|--------------------------|---|
| <u>B</u> Scullery | A Metal buffet device used to keep food warm by heating it over warmed water |
| <u>D</u> Queen Mary | 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) |
| <u>A</u> Chaffing Dish | C Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F Used to open bottles of wine |
| <u>C</u> Tray Jack | G Style of dining in which the courses come out one at a time |

Name Paul H
Servers Test Score /35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>9</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>2</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>8</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>14</u> | Salad Plate | <u>3</u> | Wine Glass (White) |
| <u>4</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 5 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, stirring straw, lemon, milk
- Synchronized service is when: Passing, When: APPS, Soup/Salad, Dinner/Lunch & dessert
- What is generally indicated on the name placard other than the name? Business come out in time frames
- The Protein on a plate is typically served at what hour on the clock? unsure
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Inform the guest what we have to offer or tell them that I will check w/ chef-cook what they can do

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Paul HolguinStart Date: 5/7/19**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATIONRate(s) of Pay: \$ 16Overtime Rate(s) of Pay: \$ 24Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission☐ Other (provide specifics): _____Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ NoIf 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):

(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)

Ileana Gomez
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

5/7/2019
(Date)

(PRINT NAME of Employee)

Paul Holguin
(SIGNATURE of Employee)

[Signature]
(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.