

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Joseph Esquivel

Taborca ID: 51935

Date of Hire: 5/15/2019

Date of Re-Act: / /

New employee set up

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> Added to Orientation Time Sheet |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Attended New Hire Orientation |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check |
| <input checked="" type="checkbox"/> Direct Deposit (Scan to Payroll) and/or | <input type="checkbox"/> New Hire List (All fields) |
| Global Cash Card – complete the form & | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| have EE sign | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> 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>Joseph Esquivel</u>	Interviewer: <u>McKenna</u>
Date: <u>5/15/2019</u>	Rate of Pay:
Position (s) Applied for: <u>Barista / Lead FOH</u>	Referred by: <u>Indeed</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
<p>* Currently in school at 5:00 PM @ mission college</p> <p>* GM - Cong Cha 3 months - left due to unethical practices + reasoning</p> <p>* Starbucks - Asst. Manager</p>	<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p> <p>- Use different brewing methods</p> <p>- Old school espresso machines</p> <p>- automated machines</p> <p>* Stanford Serving (7-3:30pm)</p>
P.O.S. Experience: Y / N details: _____	

Transportation		
<u>(Car)</u>	Public Transit	Carpool (Rider / Driver)

Regions Available to work:	
LA	OC
All over San Jose	

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

Availability				
Open	<u>AM only</u>	PM only	Weekdays only	<u>Weekends only</u>
Details: <u>Just Saturdays</u>				

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:
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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 Joseph Esquivel Date: 05/15/19
Home Telephone () N/A Other Telephone (408) 334-6681
Present Address 5226 Snow dr apt 4
Permanent Address, if different from present address: _____
Email Address Esquivel.Joseph28@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Barista Salary desired: 21.75

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 INDIED 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?

05/15/19

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	OFF	Open	Open	Open	Open	open	OFF
PM	OFF	OFF	OFF	OFF	OFF	OFF	OFF

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

July 1 week and September 1 week

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?
Foothill High School	San Jose	12th	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="radio"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="radio"/> YES	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: coffee master program Starbucks / General manager classes & training			

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 Gongcha Newark

Type of Business Milk Tea Telephone No. () N/A Supervisor's Name Dan

Your Position and Duties General Manager, pay roll, deposits, scheduling, promotions & Setups trainings, ordering, Inventory, Cash management, invoices, daily reports

Dates of Employment: From 2019 To 2019

Reason for Leaving: didn't want to sell expired syrup

Name and Address of Employer Starbucks Cupertino

Type of Business Coffee Shop Telephone No. () N/A Supervisor's Name Ryan

Your Position and Duties Asst. Coffee Manager / GM, Daily reports, invoices, ordering, payroll deposits, Cash management, scheduling, Inventory, promo & launches setups & trainings

Dates of Employment: From 2017 To 2019

Reason for Leaving: more experience and they closed the store down

Name and Address of Employer Topps Warehouse Santa Clara

Type of Business Retail Telephone No. () N/A Supervisor's Name Todd

Your Position and Duties Cash management, inventory, payroll, receiving, shipping, sales Scheduling, deposits, cleaning & organizing warehouse

Dates of Employment: From 2016 To 2017

Reason for Leaving: they closed & more experience

Name and Address of Employer Acroposte Great mall

Type of Business Retail Telephone No. () N/A Supervisor's Name Alexis

Your Position and Duties Shift/Asst, payroll, inventory, scheduling, ordering, cleaning
Setup & promotional launches, trainings, deposit, daily sales, invoices, daily reports

Dates of Employment: From 2016 To 2017

Reason for Leaving: closed and get more experience

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: Anisha Telephone No. (408) 981-1245

Address N/A

Occupation: Starbucks Relationship: old coworker Number of Years Acquainted: 2

Name: Ryan Telephone No. (408) 338-5963

Address N/A

Occupation: Starbucks Relationship: old coworker Number of Years Acquainted: 2

Name: Anthony Telephone No. (408) 207-1345

Address N/A

Occupation: Starbucks Relationship: coworker Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

JA

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.

JA

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.

JA

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.

JA

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.

JA

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

Joseph P. Pignatelli

Date

05/15/19

Joseph Esquivel

San Jose, CA

josephesquivel48_bdy@indeedemail.com

4083346681

Willing to relocate: Anywhere

Work Experience

General Manager

Gong Cha - Newark, CA

March 2019 to May 2019

Payroll, scheduling, ordering, inventory, invoices, Daily reports, deposits, cash management, training and promotional launches.

Coffee Master/ ASM

Starbucks - San Jose, CA

I have learned how to become better always striving for greater things, not ever giving up but making every moment right throughout the day even with the customer, when I was training for my coffee master certification, on my journey to be a coffeemaster I learned the importance of how making the Moment right can go a long way and how our agriculture environment/ Cultivation is today and plays a significant role in life to meet our needs to live how we grow our crops to how it , safe practices and growing practices, how much we pay our farmers , education for our farmers , labors against minors, fair trade,FDA, conservative international, how we can make a better life and future for our family's future education,always strive and become better. Job duties/ Responsibilities- payroll, tips,sales reports,invoices, ordering, inventory,scheduling, promotional setups and training,hiring an interviewing

Shift /Assistant Store Manager

Aeropostale - San Jose, CA

key holder,deposits, daily sales reports, verify Sales for the week, invoices, setups and training promotional launches, folding clothes, inventory, ordering, payroll,scheduling.

All Purpose Courtesy Clerk

Safeway - San Jose, CA

I was a all purpose courtesy clerk to work in the deli, meat department , nightcrew, courtesy clerk ,customer service. How to learn common businesses and how the store should be run and food and beverage experience

Night Crew Stocker

Michaels Art & Crafts - San Jose, CA

I was Night crew stocker/ clerk I stocked at night unloaded the truck used equipment for pallets and oraginze store for new setups and merchandising.i learned how to use equipment for stores operation/ tools in order for store to run and be successful

Sales Associate

Old Navy - San Jose, CA

I was a sales associate I would go around help customers find what they need, restock, clean store, for set ups, fitting room attendant, update inventory losses, sweep.

Shift/ assistant manager

Warehouse JPPC/Todd - San Jose, CA

I would organize the warehouse and count inventory, do ordering, deposit, payroll safe and daily sales reports.

Gardener

Farris Garden service - San Jose, CA

I learned more about Botany Agriculture and the needs of this world and how it plays apart to our health in order to live. I did trimming, nursery, mow lawns/repair, plant Flowers and fruit. I also learned about bacteria and how it affects us like lab testing plants, Ph levels and learning hydroponics

Caterer

Gonzales catering - San Jose, CA

Driving delivering, set up tables chairs bounce houses pools arcade games, serving, making the food before delivery, taking orders, using register, bartending.

Carpenter

Esquivel carpentry - San Jose, CA

Learned how to build a house, put up sheet rock, fill in holes to fix and repair broken dry wall, and repaint a house, plumbing, electrical to re wire house lines, install and build shelf's, cabinets, custom brackets for appliances and more, yard work replant new plants treat and cure plants install new sprinklers, mow the lawn, set up traps for pest and rodents.

Receptionist

Sten burg law - San Jose, CA

clean files, re organize case papers, copy and scan new files, answer phone calls and make appointments, clean the office sweep and mop, dust shelf's.

Education

Automotive engineering in Automotive engineering

De Anza College - San Jose, CA

August 2013 to December 2014

Automotive engineering in Automotive engineering

C.C.O.C - San Jose, CA

January 2012 to May 2013

High school

Foothill High School

Skills

Team Lead, Key Holder, Retail Management, ASM, Keyholder, Training, Scheduling, Inventory, Sales, Management, Team Building, Merchandising, Operations, Retail, Customer Service, Microsoft Excel, Customer Service Skills, Word, Inventory Management, Cash Handling

Certifications/Licenses

Automotive engineer

Went to school to for automotive engineering

Driver's License

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

Employee Name: Joeseph Esquivel
Start Date: 5/15/2019

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
Physical Address of Main Office: 1585 The Alameda, San Jose CA 95126
Mailing Address: " "
Telephone Number: 408-844-0772

WAGE INFORMATION

Rate(s) of Pay: \$18.00 Overtime Rate(s) of Pay: \$25.50

Rate 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 ☐ 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):

(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)

Mckenna Brewer
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

5/15/2019
(Date)

Joseph Esquivel
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

05/15/19
(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.