

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Selina Smith

Taborca ID: 52002

Date of Hire: 5 / 17 / 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>Selina Smith</u>	Interviewer: <u>McKenna</u>
Date: <u>5/17/2019</u>	Rate of Pay:
Position (s) Applied for: <u>Steward / Server / Bartender Full</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:
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths
<p>Currently in school PT ↳ online coding school</p> <p>Total of _____ in Food Service/Hospitality</p> <p>* BJ's - Cocktail waitress - Server - 3 years +</p> <p>* Wants to work at Four Seasons in East PA</p> <p>* Rockbarn - concert / Bar / stadium</p> <p>* Interested in Steward / Serving Positions</p> <p>* FHC will submit Monday</p> <p>P.O.S. Experience: Y / N details: _____</p>

Transportation
<input checked="" type="radio"/> Car Public Transit Carpool (Rider / Driver)

Regions Available to work:
LA OC * All ST / Palo Alto / Mt View

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

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

Uniforms Owned:
<input checked="" type="radio"/> 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:
---	-----------------------	-------------------------



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 Selina Smith Date: 5/17/2011
Home Telephone (408) 449-6334 Other Telephone ()
Present Address 1255 Bell St
Permanent Address, if different from present address: _____
Email Address linsacat88@gmail.com

EMPLOYMENT DESIRED

Position applying for: Steward Salary desired: \$17

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 Invited 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?

yes

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			<u>Open</u>				
PM							

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___

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?
Merrill High <i>Tracy CA</i>		<i>4</i>	<i>yes</i>
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	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: <i>8 years customer service</i>			

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 Bjs Brauhaus

Type of Business Restaurant Telephone No. (408) Supervisor's Name Matt

Your Position and Duties Cocktail waitress

Dates of Employment: From 2016 To 2018

Reason for Leaving: personal reasons wish not to discuss

Name and Address of Employer RockBar

Type of Business RockBar Telephone No. () N/A Supervisor's Name Oran

Your Position and Duties cocktail waitress

Dates of Employment: From 2014 To 2016

Reason for Leaving: Business closed

Name and Address of Employer Dynami's Staffing

Type of Business Temp agency Telephone No. () Supervisor's Name Mark

Your Position and Duties Brand ambassador

Dates of Employment: From 2013 To 2014

Reason for Leaving: Job change

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: John Pioner Telephone No. (408) 614-3882
Address: 661 Silberman drive San Jose Ca 95129
Occupation: IT Support Engineer Relationship: Manager Number of Years Acquainted: 4+

Name: Michael Bolanos Telephone No. (408) 475-3282
Address: _____
Occupation: Systems Admin Relationship: Teacher Number of Years Acquainted: 18+

Name: Ashley King Telephone No. (408) 659-5345
Address: _____
Occupation: Hotel Manager Relationship: Coworker Number of Years Acquainted: 6+

Please Read Carefully, Initial Each Paragraph and Sign Below

SS 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.

SS 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.

SS 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.

SS 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.

SS 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

5/17/2019

Selina Smith

motivated over achiever striving for the best

Cupertino, CA 95014

selinasmith2_oy3@indeedemail.com

4084496334

PROFESSIONAL SUMMARY

High-performing office support with extensive experience working with a diverse client base and delivering results.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Cocktail Waitress

BJ'S Restaurant & Brewhouse - Cupertino, CA

April 2016 to December 2018

Fast paced sales driven environment. With high expectation on overall guest satisfaction. Was in charge of 100 people events as well as execution of big orders and accurate delivery of all food and bev. With perfection.

Brand Ambassador

Gold Source - San Francisco Bay Area, CA

July 2010 to March 2011

Demo products, producir knowledge, scan fax all information regarding demo.

department associate/cashier

Bed Bath & Beyond - Santa Clara, CA

2009 to 2010

Orthodontist

Children and Adults - Los Gatos, CA

November 2008 to January 2009

-Sterilization Clerk- Sterilize instruments using autoclaves and chemical disinfectants to maintain accepted standards.

bartender

spoons bar and grill - Campbell, CA

June 2007 to May 2008

out patient medical records clerk

Kaiser Permanente-Santa Clara Ca - Santa Clara, CA

2005 to 2007

95050 -2003 to 2004-

Education

Everest College - San Jose, CA
2006

Diploma

Merrill F. West High School - Tracy, CA
2003

Skills

Qualifications ● CPR Certified ● Fluent in Word, Outlook, Internet Explorer ● 42 WPM typing ● Can Navigate Medical Databases/ experience with digital X-rays ● Able to efficiently manage incoming phone calls. ● Can Adapt quickly to changing environments and job responsibilities Dental Experience ● Ensure compliance with OSHA and MSDS guidelines. ● Perform intra-oral procedures such as placing amalgam, polishing and removing dental cement, removing sutures, irrigation and taking impressions. ● Skillfully prepare restorative materials and dental cement. ● Expertly construct models of teeth/ mouth and polish models of plastic and plaster impressions. ● Sterilize instruments using autoclaves and chemical disinfectants. (2 years)

Certifications/Licenses

Food Handler

Assessments

Social Media Skills — Familiar

December 2018

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.
Full results: https://share.indeedassessments.com/share_assignment/yusehdhcz5wdvuch

Customer Service Skills — Familiar

December 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.
Full results: https://share.indeedassessments.com/share_assignment/jpebrbn-oe36hc1n

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Qualifications

- CPR Certified
- Fluent in Word, Outlook, Internet Explorer

- 42 WPM typing
- Can Navigate Medical Databases/ experience with digital X-rays
- Able to efficiently manage incoming phone calls.
- Can Adapt quickly to changing environments and job responsibilities

Dental Experience

- Ensure compliance with OSHA and MSDS guidelines.
- Perform intra-oral procedures such as placing amalgam, polishing and removing dental cement, removing sutures, irrigation and taking impressions.
- Skillfully prepare restorative materials and dental cement.
- Expertly construct models of teeth/mouth and polish models of plastic and plaster impressions.

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Selina Smith

Start Date: 5/17/2019

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 95126

Mailing Address: "

Telephone Number: 408-844-0772

WAGE INFORMATION

Rate(s) of Pay: \$17.00

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)

5/17/2019
(Date)

[Signature]
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

5/17/2019
(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.

Multiple Choice (6 points)

85%

- C 1) Carbonation _____ the rate of intoxication.
a) Slows down
b) ☒ Speeds up
c) Does nothing to
- B 2) What are the six most commonly used spirits?
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- B 3) You can accept an expired ID as long as all other information is correct.
a) True
b) ☒ False
- B 4) If someone has had too much to drink, serving them coffee will help sober them up.
a) True
b) ☒ False
- D 5) What are the acceptable forms of ID for Alcohol Consumption?
a) State or Government Issued ID Card or Drivers License
b) Passport or Passport ID Card (as long as it lists the person's date of birth)
c) School ID or Birth Certificate
d) A & B
e) ☒ A, B & C
- B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
a) ☒ True
b) False

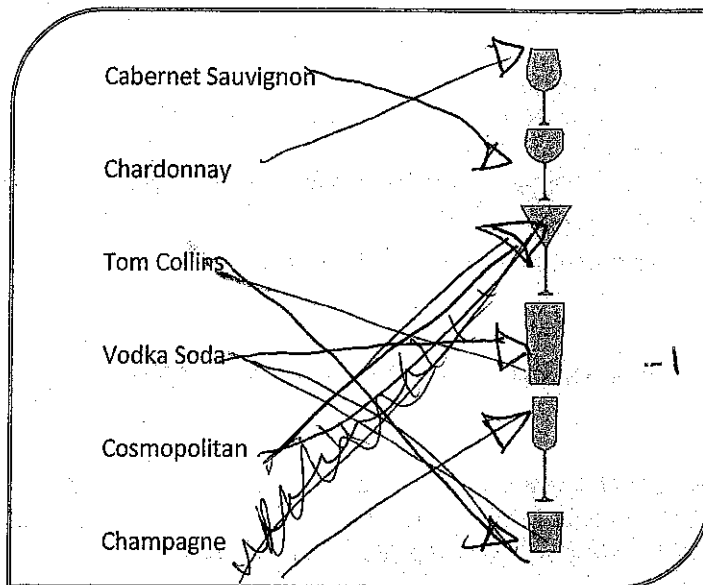
Vocabulary (9 points)

Match the word to its definition

- | | |
|------------------------|---|
| <u>C</u> "Straight Up" | a.) Used to crush fruits and herbs for craft cocktail making |
| <u>F</u> Shaker Tin | b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>Neat</u> | c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice |
| <u>^</u> Muddler | d.) To pour 1/2 oz of a liquor on top |
| <u>B</u> Strainer | e.) Used to measure the alcohol and mixer for a drink |
| <u>Jigger</u> | f.) Used to mix cocktails along with a pint glass and ice |
| <u>Q</u> Bar Mat | g.) Used on the bar top to gather spills |
| <u>L</u> "Float" | h.) Requesting a separate glass of another drink |
| <u>A</u> "Back" | i.) Means to serve spirit room temperature in a rocks glass with no ice |

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points):

Maker's Mark, Jack Daniels, Tequila

What are the ingredients in a Manhattan?

Whisky, Vermouth, Soda, Carnation

1 What are the ingredients in a Cosmopolitan?

Vodka, Lime, Triple Sec, Cran juice

What are the ingredients in a Long Island Iced Tea?

Tequila, Vodka, Rum, Triple Sec, Soda, Ice

1 What makes a margarita a "Cadillac"?

Triple Sec, Cointreau, Sweet N Sour

1 What is simple syrup?

Sugar dissolved in water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

Yes, Marrying

What should you do if you break a glass in the ice?

put graveline to start it contained

When is it OK to have an alcoholic beverage while working?

Never

What does it mean when a customer orders their cocktail "dirty"?

Dry Vermouth, Olives

What are the ingredients in a Margarita?

1 Sweet N Sour, Triple Sec, Tequila