



Name: Christina Desrosiers

Taborca ID: 52042

Date of Hire: 5/23/2019

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

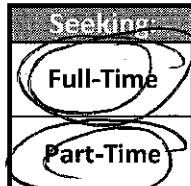
# Interview Note Sheet

## Applicant Information

Name: <u>Christina Desrosiers</u>	Interviewer: <u>McKenna</u>
Date: <u>5/23/2019</u>	Rate of Pay: <u>\$17.00/hr</u>
Position(s) Applied for: <u>Bartender / Server</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	%



## Relevant Experience & Summary of Strengths

\* Heard about Acrobat from Google event.

Total of \_\_\_\_\_ in Food Service/Hospitality

Full bartender

- Weddings
- Private Events
- Google (Redwood / mt View)
- Intel

\* Basic serving → Google

- Bussing
- Plate Set
- Serve wine/beer

\* Party Staff - working 2-3 days week

\* FHC submitted

P.O.S. Experience:  (Y) /  (N) details:

## Transportation

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

LA	OC	Willing to travel SF → mt View → Redwood
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## Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	Will Submit
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## Availability:

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

## Uniforms Owned:

<input checked="" type="radio"/> Bistro	<input checked="" type="radio"/> Black Bistro	<input checked="" type="radio"/> Tuxedo	<input checked="" type="radio"/> 1/2 Tuxedo	<input checked="" type="radio"/> Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	<input checked="" type="radio"/> 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 CHRISTINA DesRosiers Date: 5/23/2019  
Home Telephone ( ) Other Telephone (408) 679-3500  
Present Address 6581 Cooperage Ct San Jose 95120  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Tred69-101@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Bartender/ Server Salary desired: \_\_\_\_\_

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

Party Staff

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?

*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
		<i>Open</i>					
AM							

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

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The Service Companies

**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	DID YOU GRADUATE?
Leland High School	SS CA	COMPLETED	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:			

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The Service Companies

**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 Checkers Flag

Type of Business Bar Telephone No. (    )    Supervisor's Name Keith

Your Position and Duties Bar Manager/fixer

Dates of Employment: From 8/12 To 7/14

Reason for Leaving: Closed

Name and Address of Employer The Red Stage

Type of Business Bar Telephone No. ( 402 ) 358 Supervisor's Name Danielle

Your Position and Duties Bartender / Bar Manager

Dates of Employment: From 9/2007 To 8/2012

Reason for Leaving: Opened a business

Name and Address of Employer The Almaden Grocery

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

Your Position and Duties Bar / Bar Manager

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (    )    Supervisor's Name \_\_\_\_\_

Page 4 of 5  
The Service Companies

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: Esther Brooding Telephone No. 408,667-2572  
Address 6371 Saratoga  
Occupation: Owner Relationship: friend Number of Years Acquainted: 13

Name: Bob Strohman Telephone No. (209) 270-2245  
Address 2722 Gillis Dr 35, CA 95120  
Occupation: Bar Owner Relationship: Old Boss Number of Years Acquainted: 10

Name: Felicia Butts Telephone No. 509,954 4619  
Address 1642 12n Street Spokane Washington  
Occupation: Dental Hygienist Relationship: friend Number of Years Acquainted: 15

**Please Read Carefully, Initial Each Paragraph and Sign Below**

JD 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.

JD 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.

JD 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.

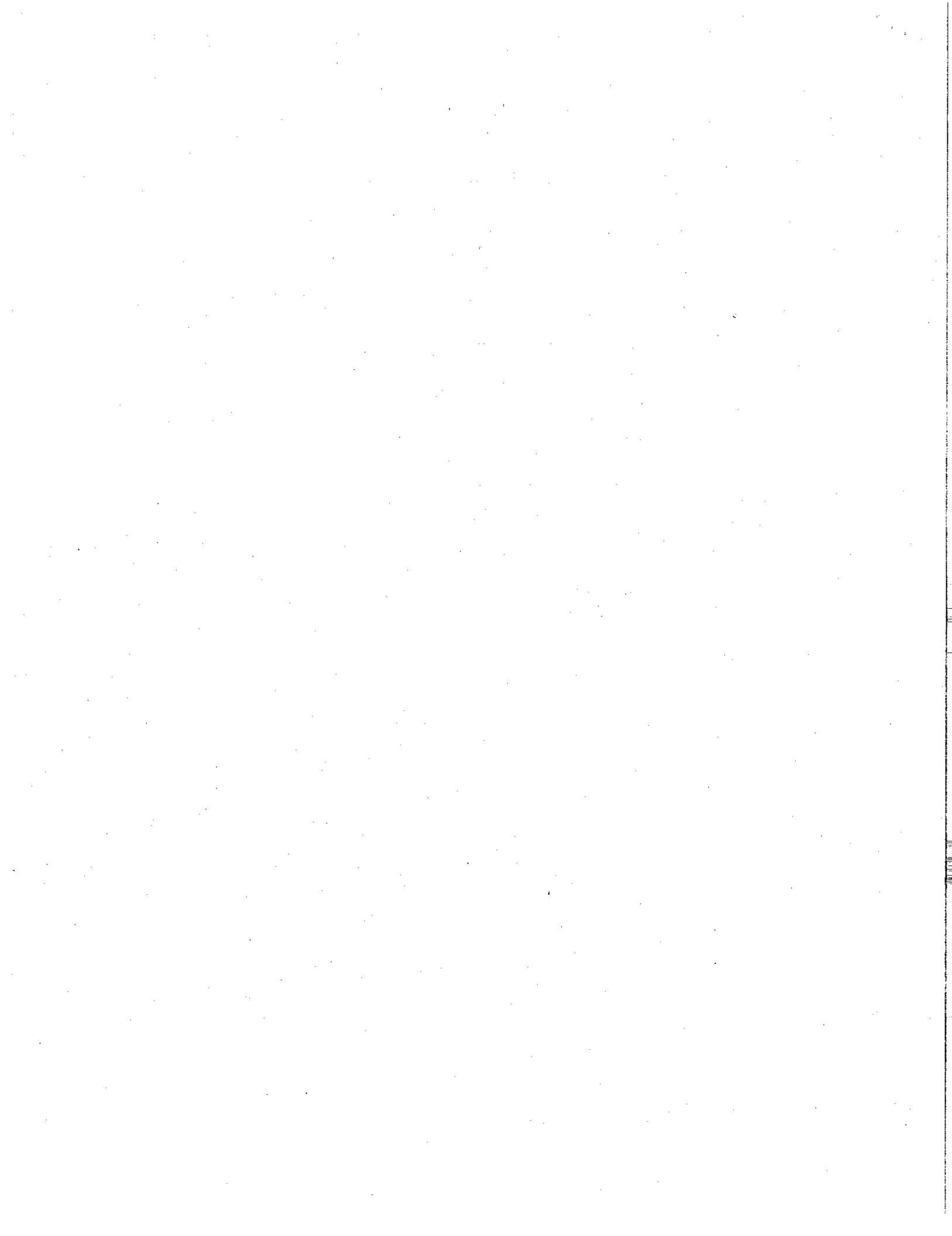
JD I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

JD 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 5/23/2019



## NOTICE TO EMPLOYEE

Labor Code section 2810.5

### EMPLOYEE

Employee Name: Christina Desrosiers

Start Date: May 23, 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: \$25.00

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, 9<sup>th</sup> 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)

Chastin Dorn

(PRINT NAME of Employee)

   
(SIGNATURE of Employer Representative)

   
(SIGNATURE of Employee)

May 23, 2019  
(Date)

12/23/2019  
(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.

# Christina Desrosiers

## **Bartender**

San Jose, CA

christinadesrosiers2\_xww@indeedemail.com

408-679-3500

I am a energetic punctual person. I work hard and take my job seriously . I am a happy person you enjoys bartending very much . I'm willing to go the extra mile at each phase of my job . I have a clean background and I do not drink or do drugs .

Authorized to work in the US for any employer

## Work Experience

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### **Bartender /server**

PARTY STAFF - San Jose, CA

Bartending for all kinds of different events from weddings to Googel and Intel ETC...

### **Bartender**

Checkered Flag - San Jose, CA

August 2012 to July 2014

Was hired by owner to rescue bar. Responsibilities include hiring and training of personnel. Upgrade product, clean and redecorate establishment interior, arrange and schedule entertainment, create special events. Order and schedule delivery of materials. Hire security. Work five (5) night shifts.

### **Bartender Key Manager**

The Red Stag - San Jose, CA

September 2007 to August 2012

Hire, train as needed and fire personnel. Oversee the daily operations of the store. Order and procure products, schedule delivery and receive products. Schedule entertainment. Arrange special events, decorate for parties and special events. Make cash deposits to bank. Run entire operation of the store while Owner was away on vacation, including manage of day shift and work five (5) night shifts.

### **Bartender Manager**

The Almaden Lounge - San Jose, CA

July 2004 to September 2007

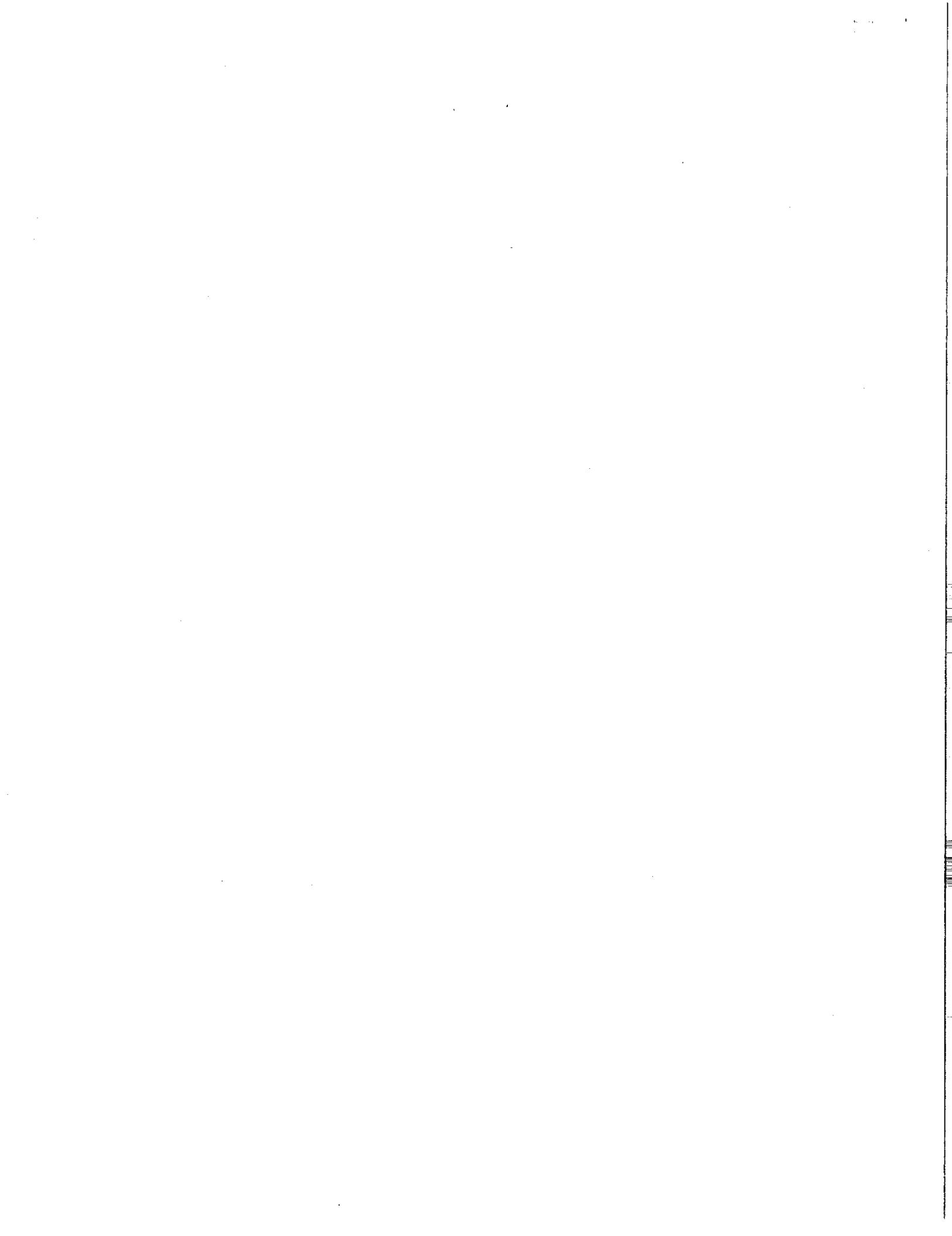
Hiring of personnel, training of bartenders, firing of personnel. Responsible for night shift operations. Track, order and schedule delivery of products. Make bank deposits. Schedule entertainment. Arrange and produce special events that include decorations during holidays and special events. Hire security. Include working five (5) shifts and filling in when needed.

### **Bartender**

Ike's Lounge - San Jose, CA

January 2004 to July 2004

Night bartender. Arrange and decorate for special events.



Leland High School - San Jose, CA  
September 1982 to June 1986

## Education

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### **Associates degree in business in business**

West Valley College - San Jose, CA  
September 1986 to June 1988

## Skills

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Pixel (3 years), Bartending, Restaurant Server, Mixologist

## Certifications/Licenses

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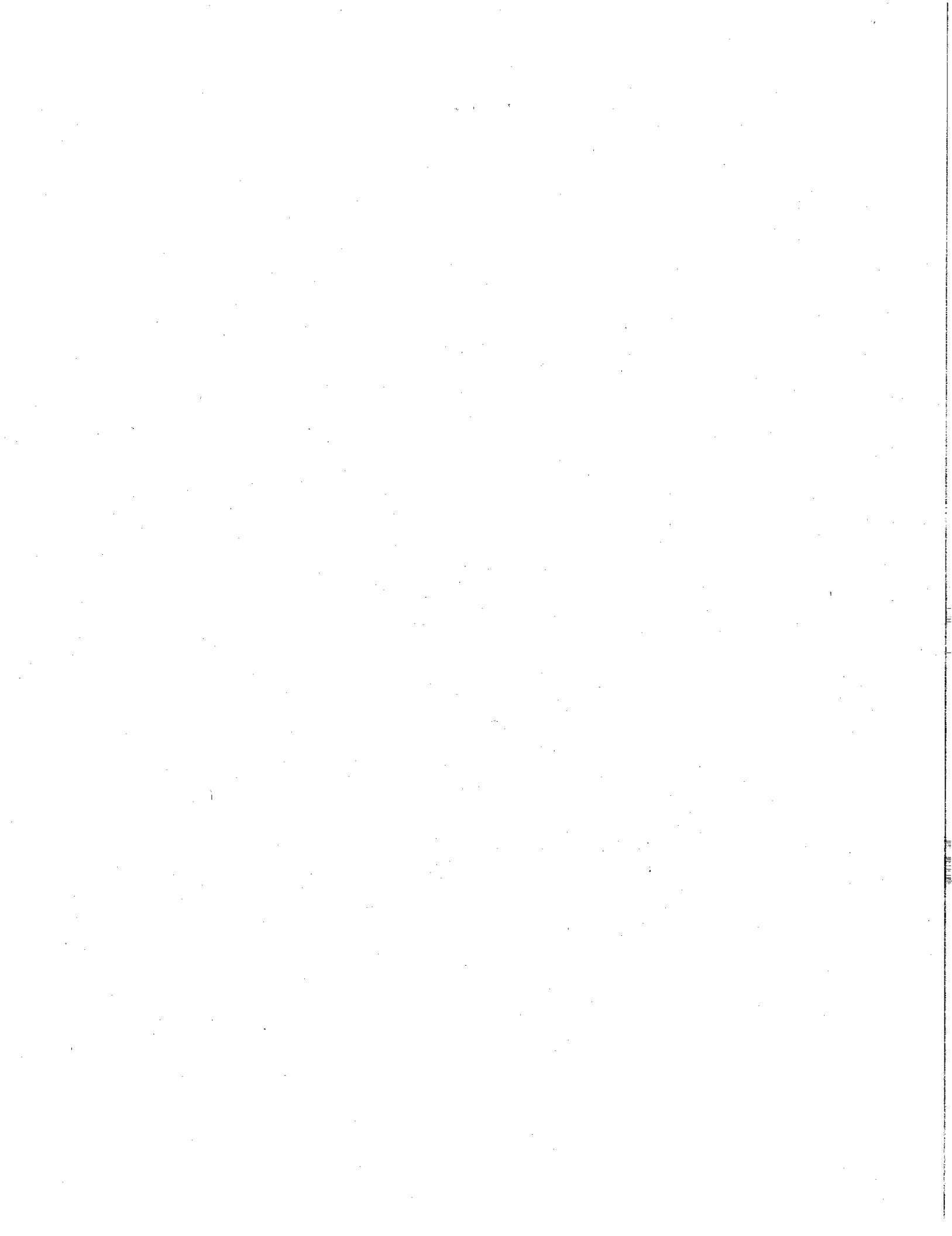
**TABC**

**Food Handler**

## Additional Information

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I am a honest hard worker . Always on time and willing to go the extra mile . I have a clean background. I do not drink or use drugs . I'm enthusiastic and love people and bartending .



Multiple Choice (6 points)

- 1) Carbonation \_\_\_\_\_ the rate of intoxication.
  - a) Slows down
  - b) Speeds up
  - c) Does nothing to
  
- 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
  
- 3) You can accept an expired ID as long as all other information is correct.
  - a) True
  - b) False
  
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
  - a) True
  - b) False
  
- 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
  
- 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

93%

Vocabulary (9 points)

Match the word to its definition

C  
"Straight Up"

F Shaker Tin

I "Neat"

M Muddler

S Strainer

J Jigger

G Bar Mat

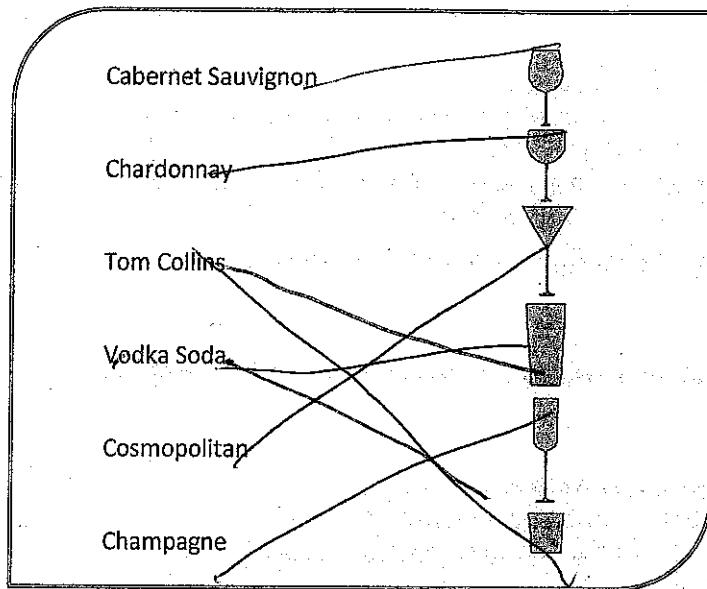
D "Float"

H "Back"

- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d.) To pour 1/2 oz of a liquor on top
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- 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): PATRON, Grey Goose,

What are the ingredients in a Manhattan?

What are the ingredients in a Cosmopolitan? Vodka, Triple Sec, Cranberry

What are the ingredients in a Long Island Iced Tea? Rum, Gin, Vodka, Triple Sec, SS, Splash Cola

What makes a margarita a "Cadillac"? Pardon, SS, Cointreau, Grand Mariner

What is simple syrup? Sweet Syrup For Drink mixers

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

NO

What should you do if you break a glass in the ice? Dump all Ice and Refill Ice

When is it OK to have an alcoholic beverage while working? NO

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

What are the ingredients in a Margarita? Teq, Triple Sec, lime juice, Cointreau

 **eFoodHandlers**  
Certificate of Completion

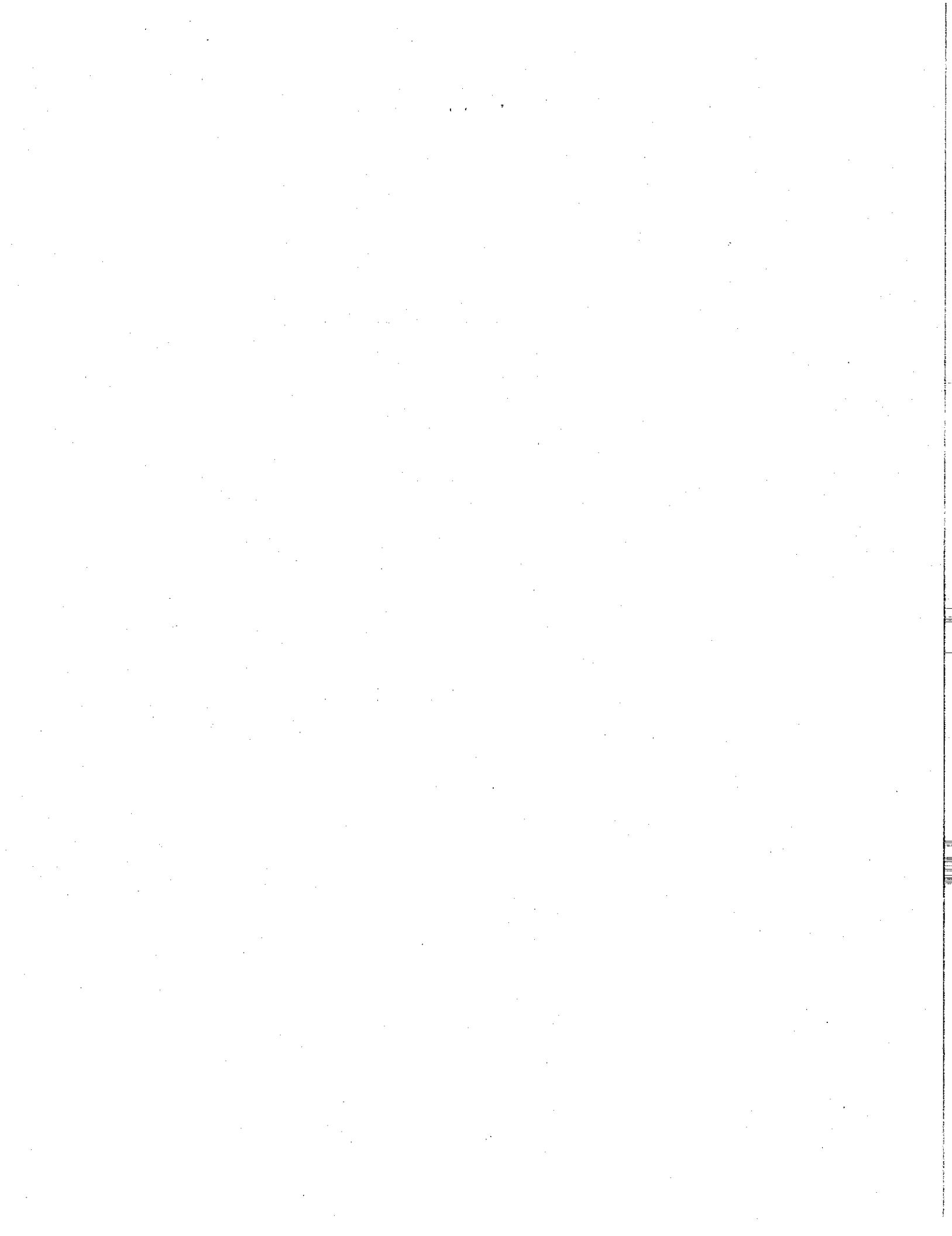
Is Awarded to

**CHRISTINA DESROSIERS**

In recognition for completing  
eFoodHandler Basic Safety Course  
CALIFORNIA Version

Certificate ID: 2018b274264    Issued: 10/08/2018    Expires: 10/08/2021

Official Issuer:



# CERTIFICATE OF COMPLETION

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on May 22, 2019  
Provided by Health Communications, Inc.

is hereby granted to:

Christina Desrosiers

Certification to be sent to:

6581 Cooperage Ct  
San Jose CA, 95120-3010 USA

