Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: Aaron Jones

Taborca ID: 52256

Date of Hire: 6 / 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: Aaron Jones	Interviewer: Mckenna
Date: June 7 2019	Rate of Pay:
Position (s) Applied for:	Referred by: Indeed

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

Total of** _____ **in Food Service/Hospitality

* Most Recent job - in BC
  Admin Asst.

Lives in South San Jose

* Looking to get back in kitchen
  - Dishwashing
  - Prep cook
  - Line cook

  > cook to order

FHC - need to submit

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

Transportation

(Car) Public Transit Carpool (Rider / Driver)

Regions Available to work

~~EA~~ ~~DC~~

Certifications (if any)

TiPS Serv-Safe LEAD Other _____ (Will Submit)

Availability

(Open) AM only PM only Weekdays only Weekends only

Details: Likes working nights

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:

Revised 06/04/2013

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 Aaron Jones Date: 7 JN 19

Home Telephone (408) 227 6352 Other Telephone (408) 419 9272

Present Address 138 Nashua Ct

Permanent Address, if different from present address:

Email Address aaron vicbc @gmail.com

EMPLOYMENT DESIRED

Position applying for: Cook **Salary desired:** 18

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 _____ 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	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
PM							

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 X If yes, when?_____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___No X If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No___

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
Los Gatos	losgatos CA	12	Yes
Regency college	Saskatoon Sk	Culinary Arts	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:			

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 Ferris Oyster Bar Victoria BC

Type of Business Restaurant Telephone No. (___) _____ Supervisor's Name Tom

Your Position and Duties Dishwasher. Prep cook, and end-of-Night Cleaner

Dates of Employment: From 11/18 To 02/19

Reason for Leaving: Moving

Name and Address of Employer Cafe Fantastico (dockside) Victoria BC

Type of Business Restaurant Telephone No. (___) _____ Supervisor's Name Lydia

Your Position and Duties dishwasher, line cook, prep cook.

Dates of Employment: From 4/18 To 11/18

Reason for Leaving: New job

Name and Address of Employer La Taquisa Westside village Victoria BC.

Type of Business Restaurant Telephone No. (___) _____ Supervisor's Name _____

Your Position and Duties Line cook, prep, grill cook

Dates of Employment: From 7/17 To 8/17

Reason for Leaving: injury

Name and Address of Employer Earl's Restaurant Victoria BC

Type of Business Restaurant Telephone No. (___) _____ Supervisor's Name Scott

Your Position and Duties Salad, appy, pasta + grill cook, dishwasher.

Dates of Employment: From 01/12 To 08/13
Reason for Leaving: work visa expired.

Have you ever been fired from any previous place of employment? If so, please explain:
Fired once due to illness. Don't think it was legal.

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes___ No X
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: Ed Telephone No. (778) 200 1943
Address _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: 1

Name: Nicole Thibodeau Telephone No. (250) 882-1122
Address _____
Occupation: social media marketing Relationship: employer Number of Years Acquainted: 3

Name: _____ Telephone No. (____) _____
Address _____
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

AJ 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.

AJ 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.

AJ 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.

AJ 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.

AJ 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 June 7 2019

Aaron Jones

San Jose, CA 95139
aaronjones5836_bbo@indeedemail.com
4084199272

Work Experience

Administrative Assistant

5foot9 Creative - Victoria, BC
July 2017 to Present

As a Jack-of-all-trades, I am helping this small start up with whatever tasks need to get done.
From billing to website maintenance, content curation to editing blog posts, this position requires me to think on my feet and have a can-do attitude.

Dishwasher/Prep Cook

Ferris Oyster Bar & Grill - Victoria, BC
November 2018 to February 2019

- Dish washing and kitchen cleanup
- Food prep

Kitchen Assistant / Dishwasher

Caffe Fantastico - Victoria, BC
April 2018 to November 2018

- Dish washing and kitchen cleanup
- Food prep
- Following recipes correctly to craft high quality products
- Working with a team to complete orders on time

Lot Attendant

Budget Rent-A-Car - Victoria, BC
January 2018 to April 2018

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Work outside in all weather conditions to properly check in vehicles
Deliver vehicles to appropriate destination in a safe and courteous manner
Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles
Communicate via 2-way radio or cellular phone

Sales Associate - Seasonal

Mind Games - Victoria, BC
November 2017 to December 2017

Seasonal Staff
- Cashier
- Greet Customers
- Help Customers Find Gifts
- Obtain Product Knowledge Quickly to Accurate Assist Clientele

Line Cook
La Taquisa - Victoria, BC
July 2017 to August 2017

Learn and prepare authentic Mexican recipes
Assemble a variety of menu items on hot and cold lines
Cook tortillas and heat meat items on the grill
Clean and additional tasks as necessary

Produce/Deli Clerk
Save on Foods - Victoria, BC
February 2017 to June 2017

Positively engage customers and assist with questions
PRODUCE:
Trim, water, and merchandise products
Remove, weigh and account for distressed products
Maintain daily sanitation and temperature logs
DELI:
Slice, weigh, and label deli products
Operate cash register
Control freshness by rotating stock and dispose of out-of-date product
Clean and sanitize all surfaces and cabinets
Cook hot items via oven and deep fryer

Retail Sales Associate
Vapour Solutions - Victoria, BC
August 2016 to January 2017

Promote VS products through identifying customer needs
Seek out opportunities to go 'above and beyond' for customer
Continually evolve product knowledge in a fast growing industry
Provide suggestions based on thorough knowledge of products

Gas Station Attendant
Petro Canada - Victoria, BC
November 2015 to August 2016

Process cash and card transactions
Promote in-store specials and identify add-on opportunities
Verify age sensitive purchase.
Receive inventory and cycle counts
Stock and rotate products

Victoria - Line Cook
Earls Restaurants
January 2013 to August 2013

Prepare a variety of salads and appetizers to Earls specifications
Cook using deep fryers, gas range & flat-top griddle
Instruct others and ensure bill times were met
Maintain cleanliness and wash dishes

Education

High School Diploma
Los Gatos High School - Los Gatos, CA

Certifications/Licences

Serving It Right
January 2017 to January 2022

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Prep Cooks Test

Score 14/20

Multiple Choice (1 point each)

C 1) **A gallon is equal to _____ounces**
- a. 56
- b. 145
- c. 32
- d. 128

C 2) **Mesclun are what type of vegetable?**
- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 3) **What does the term braise mean?**
- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

D 4) **At what internal temperature must chicken be cooked so that it is safe to eat?**
- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A 5) **How do you blanche vegetables?**
- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C 6) **Which of the following ingredients would you pack before measuring?**
- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A 7) **What is Al Dente?**
- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

C 8) **Food should be left out no more than**
- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

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Prep Cooks Test

D 9) **Which is the improper way to thaw frozen food?**
- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

A 10) **Which of the following can you use to put out a grease fire?**
- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B 11) **What is the temperature range of the danger zone?**
- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

D 12) **Which of the following is listed from smallest to largest?**
- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice. Mince
- d. Mince, dice, chop

B 13) **Which direction should pan handles be turned while cooking on the stove?**
- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C 14) **When you poach something, you cook it with what?**
- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

A 15) **Which spoon is used to remove fat from soups and stews**
- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

E 16) **Which of the following means to cook in a small amount of fat?**
- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

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Prep Cooks Test

A 17) **What is a Julien cut?**

a. Food cut into long thin strips, matchstick
b. Food cut into long thin strips then turned and cut into a 1/8' dice
c. Food diced into finely chopped and uniform pieces
d. Cutting and peeling into oblong seven sided football like shapes

A 18) **To cook a food in a pan without browning over low heat until the item softens and releases moisture.**

a. Sweat
b. Boil
c. Roast
d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Mince : to cut into very small pieces when uniformity of size and shape is not important.

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Aaron Jones

Start Date: June 7, 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: 1871 The Alameda, Suite 110 San Jose

Mailing Address: " "

Telephone Number: 408-844-0772

WAGE INFORMATION

Rate(s) of Pay: $18.00 Overtime Rate(s) of Pay: $26.50

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	Aaron Jones
(PRINT NAME of Employer representative)	(PRINT NAME of Employee)
(SIGNATURE of Employer Representative)	(SIGNATURE of Employee)
June 7, 2019	7 Jul 2019
(Date)	(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.