

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Ramoneito Mercado

Taborca ID: 52276

Date of Hire: 06/10/19

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>Ramonito Mercado</u>	Interviewer: <u>Christyann</u>
Date: <u>6/10/19</u>	Rate of Pay: <u>\$18.50</u>
Position (s) Applied for: <u>Line cook</u>	Referred by: <u>INTUIT-STEPHANIE</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
Total of _____ in Food Service/Hospitality
<p>Client Referral - Stephanie from Intuit</p>

P.O.S. Experience: **Y / N** details: \_\_\_\_\_

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

Regions Available to work:
<del>LA</del> <u>INTUIT ONLY</u>

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD              Other _____              Will Submit

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

Uniforms Owned:
<input checked="" type="checkbox"/> <u>Chef Coat</u> <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie              Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
---	-----------------------	-------------------------



# 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 Fernando Mercado Date: 05/01/19  
Home Telephone (909) 499-1423 Other Telephone ( ) \_\_\_\_\_  
Present Address 710 San Tomas St Sunnyvale CA 94085  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address FernandoMercado32@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Line Cook Part-time Salary desired: \$ 20.00

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

WGC Staffing

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? ASAP

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	
PM		OPEN	OPEN	OPEN	OPEN	OPEN	

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

Aug 12-14 2019

### 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

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 309

LECTURE 10

10.1

10.2

10.3

10.4

10.5	10.6	10.7	10.8	10.9
10.10	10.11	10.12	10.13	10.14

10.15

10.16



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.) \_\_\_\_\_

Have you ever been convicted of a felony within the past ten years other than a conviction for marijuana possession or that resulted in a referral to, and participation in, any pretrial or post trial diversion program? (Please note that conviction of a crime is not an automatic bar to employment—all circumstances, including the nature, date and relevance of the offense to the position applied for will be considered.)

Yes  No

Have any of these convictions as described above involved fraud, embezzlement, passing checks, forgery, and theft, including identity theft? If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case. If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s). ASSAULT

### EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
<u>UNIK HIGH SCHOOL</u>	<u>CAVITE</u>	<u>4 YRS</u>	<u>YES</u>
<u>ADMISSION</u>	<u>MANILA</u>	<u>1</u>	<u>NO</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<input type="radio"/> NO
Are you computer literate? If so, list software knowledge under "Special."		YES	<input type="radio"/> NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<input type="radio"/> 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	<input type="radio"/> 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 LUC HOSPITALITY

Type of Business STAFFING Telephone No. (650) 242-5470 Supervisor's Name ANDIE BROWN

Your Position and Duties \_\_\_\_\_

Dates of Employment: From FEB 2018 To PRESENT Weekly Pay: Starting 18.50 Ending 18.50

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

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

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

1940

1940

1940

1940

1940

1940

1940

1940

1940

1940

1940

1940

1940

1940



Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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

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

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

Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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

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

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

Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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:** \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Name:** \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

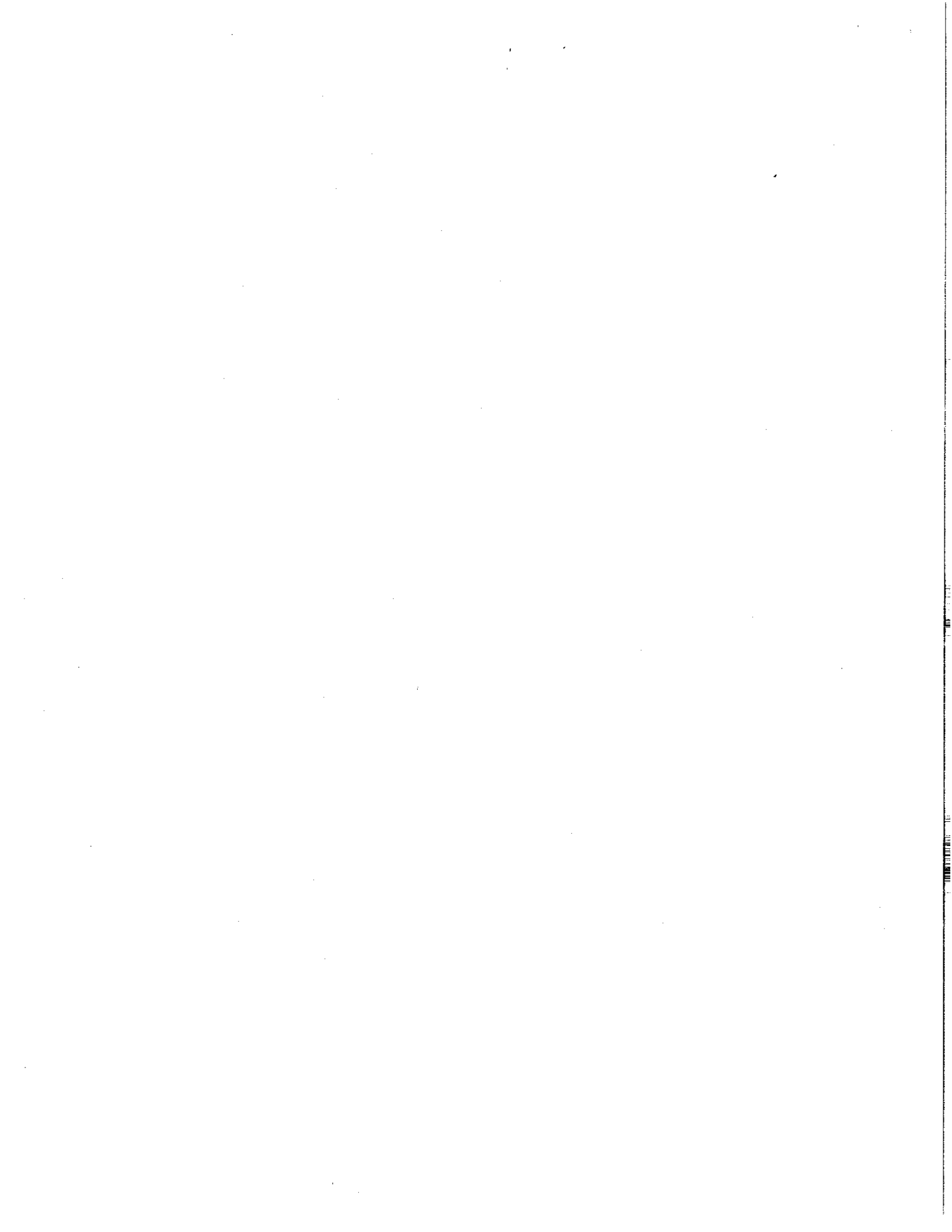
Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Name:** \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_







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

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

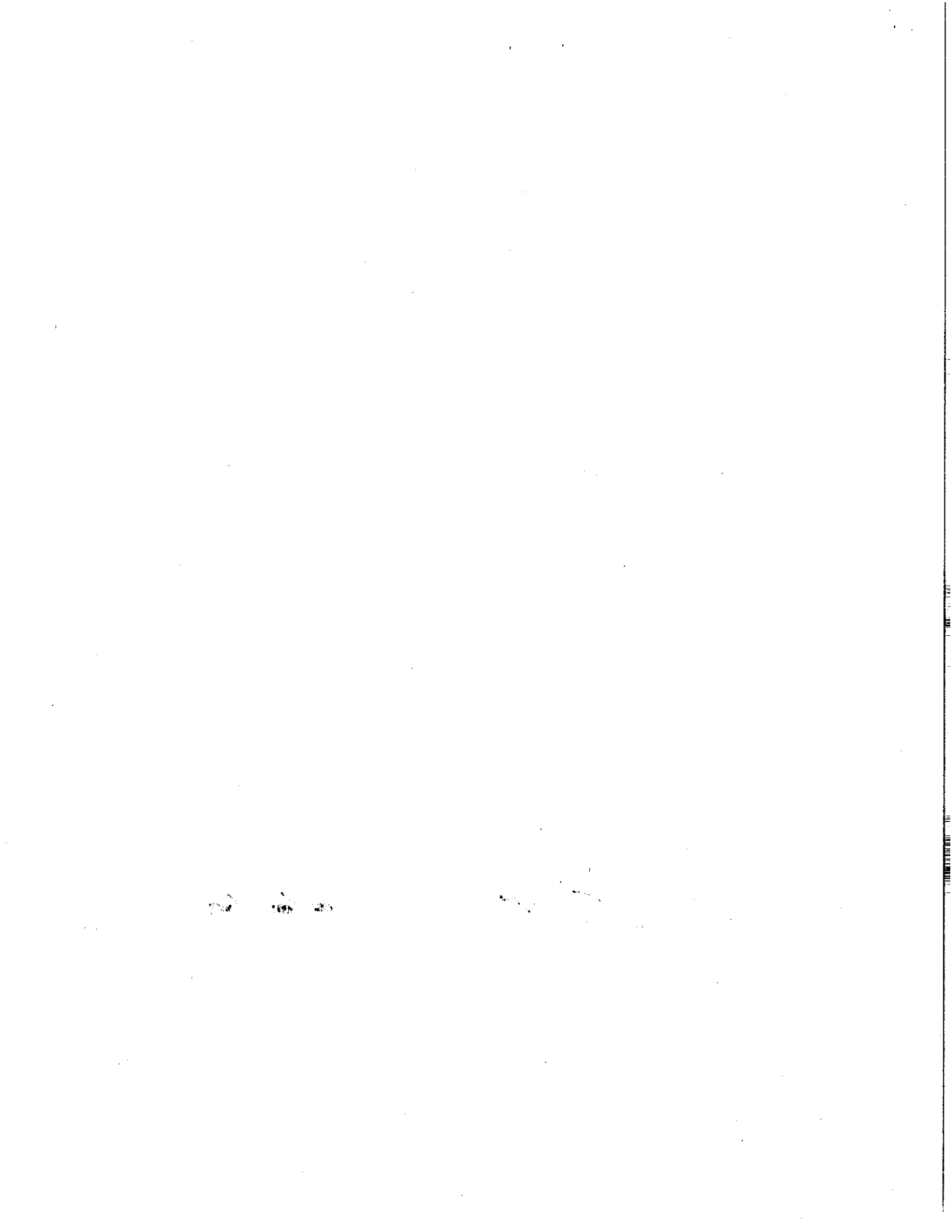
\_\_\_\_\_ Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and 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 \_\_\_\_\_

05/01/09



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

**EMPLOYEE**

Employee Name: Ramoncito Adona Mercado  
Start Date: 06/10/19

**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 / San Jose BRANCH  
Physical Address of Main Office: 1891 The Alameda, Suite 110  
Mailing Address: " "  
Telephone Number: 408-316-9545

**WAGE INFORMATION**

Rate(s) of Pay: \$18.50 Overtime Rate(s) of Pay: 1.5X

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)*

Christyann May Lopez  
(PRINT NAME of Employer representative)

*Christyann May Lopez*  
(SIGNATURE of Employer Representative)

06/10/19  
(Date)

RAMONCITO MERRAZO  
(PRINT NAME of Employee)

*Ramoncito Merrazo*  
(SIGNATURE of Employee)

6/10/19  
(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.

# Ramoncito Mercado

**TO PURSUE A HIGHLY REWARDING CAREER, SEEKING FOR A JOB IN CHALLENGING AND HEALTHY WORK ENVIRONMENT WHERE I CAN UTILIZE MY SKILLS AND KNOWLEDGE EFFICIENTLY FOR ORGANIZATIONAL GROWTH.**

Sunnyvale, CA 94085  
rmercado0501@outlook.com  
9094991423

Authorized to work in the US for any employer

## Work Experience

### **Line Cook/Prep Cook**

Intuit - Mountain View, CA  
February 2018 to Present

Setting up and stocking stations with all necessary supplies  
Preparing food for service (e.g. chopping vegetables, butchering meat, or preparing sauces)  
Cooking menu items in cooperation with the rest of the kitchen staff

### **Machine Operator/Assembler**

Power gen components - Las Vegas, NV  
May 2017 to November 2017

Making and assembling parts for General Electric's (GE) turbines

#### Assembly

Crimp and torque  
Saw  
Deburing

Arrange machine at the beginning of work procedures to ensure that everything is in order.  
Test the machine before main work begins to be sure that it's in good condition for production.  
Clean up machine parts after every work procedure.  
Set all machine operation information such as speed, size and shape into machine before it begins running.  
Insert all production materials in the various parts of the machine where they are supposed to be to enhance production output.  
Ensure that machines are calibrated and recalibrated before and after production procedures.  
Troubleshoot machine problems to determine actual faults.  
Strictly adhere to client job specification and ensure good quality work.  
Ensure timely preparation and availability of all production materials to avoid shortage during production.  
Report to supervisor(s) regularly, keeping them updated on production activities and progress.  
Study blueprint from work layout to ensure accuracy in production task.

### **Retail Sales Merchandiser**

International Market Place - Las Vegas, NV



January 2015 to May 2017

#### Responsibilities

Ensuring that a proper level of stock is maintained, and that the merchandise is displayed appropriately with proper signage and favorable shelf placement.  
This includes setup, plan-o-gram execution, as well as the stocking, fronting, facing, and rotating of the manufacturer's product  
Answered customers questions and addressed problems and complaints in person and via phone.  
Opened and closed the store, which included counting cash drawers and making bank deposits.  
Offered exceptional customer service to differentiate and promote the company brand. Processed shipments and maintained organized stockroom.  
Processed all sales transactions accurately and in a timely manner.  
Maintained knowledge of ongoing market and product trends to effectively answer customer questions.  
Offered direction and gave constructive feedback to motivate team members.  
Built and maintained effective relationships with co-workers and senior management.  
Marked clearance products with updated price tags.  
Built customer confidence by actively listening to their concerns and giving appropriate feedback.  
Processed shipments and maintained organized stockroom.

### **Warehouse Worker**

International Market Place - Las Vegas, NV

November 2014 to May 2017

#### Responsibilities

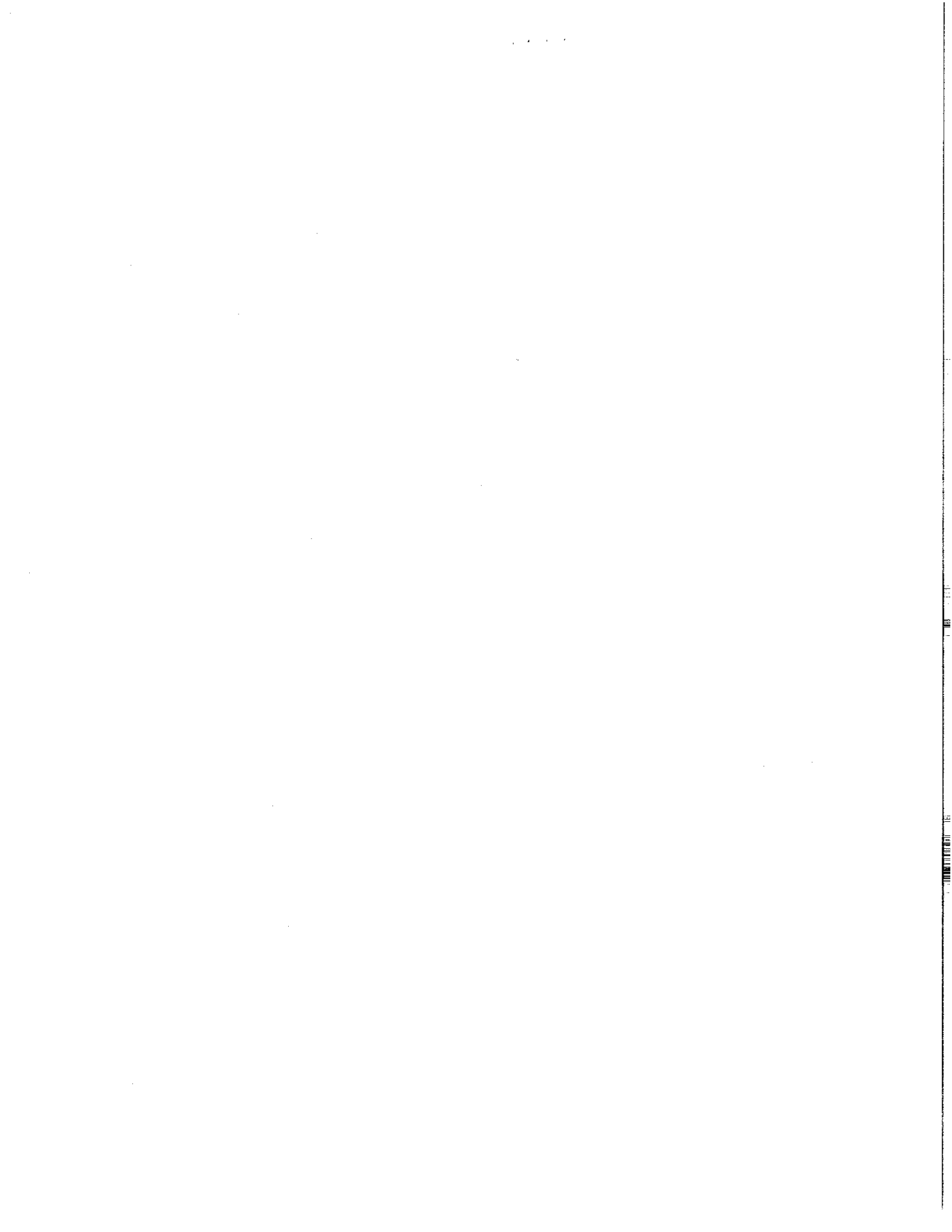
Works as the assistance, shipping agent, receiving agent, and traffic coordinator.  
Sorting and organizing the products in orderly manner to easily access the required product.  
Aware of all the different departments they need to often coordinate with these.  
Recording the products that receive and the return of the damage products.  
Picking and preparing the orders in timely manner.  
Maintaining the quality control by verifying the products as they are receive.

### **Shift Manager**

Nubi Yogurt - Millbrae, CA

January 2011 to December 2013

Answered customers' questions and addressed problems and complaints in person and via phone.  
Opened and closed the store, which included counting cash drawers and making bank deposits.  
Offered exceptional customer service to differentiate and promote the company brand. Maintained visually appealing and effective displays for the entire store. Kept the showroom clean and maintained neat, orderly product displays. Educated customers on product and service offerings.  
Maintained knowledge of ongoing market and product trends to effectively answer customer questions. Communicated merchandise needs and issues to appropriate supervisors in a timely manner. Offered direction and gave constructive feedback to motivate team members. Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience. Built and maintained effective relationships with co-workers and senior management. Built customer confidence by actively listening to their concerns and giving appropriate





feedback. Processed shipments and maintained organized stockroom. Processed all sales transactions accurately and in a timely manner.

### **Service Clerk**

Walgreens - Palo Alto, CA  
March 2012 to June 2012

Answered customers' questions and addressed problems and complaints in person and via phone. Helped customers select products that best fit their personal needs. Offered exceptional customer service to differentiate and promote the company brand. Maintained visually appealing and effective displays for the entire store. Kept the showroom clean and maintained neat, orderly product displays. Educated customers on product and service offerings. Maintained knowledge of ongoing market and product trends to effectively answer customer questions. Communicated merchandise needs and issues to appropriate supervisors in a timely manner. Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience. Built and maintained effective relationships with co-workers and senior management. Built customer confidence by actively listening to their concerns and giving appropriate feedback. Processed shipments and maintained organized stockroom.

### **Night Crew Assistant Manager**

Nob Hill Foods - Redwood City, CA  
June 2007 to December 2010

Answered customers questions and addressed problems and complaints in person and via phone. Opened and closed the store, which included counting cash drawers and making bank deposits. Offered exceptional customer service to differentiate and promote the company brand. Processed shipments and maintained organized stockroom. Processed all sales transactions accurately and in a timely manner. Maintained knowledge of ongoing market and product trends to effectively answer customer questions. Offered direction and gave constructive feedback to motivate team members. Built and maintained effective relationships with co-workers and senior management. Marked clearance products with updated price tags. Built customer confidence by actively listening to their concerns and giving appropriate feedback. Processed shipments and maintained organized stockroom.

### **Education**

#### **High School Diploma in High School**

Dnhs Annex G Dasmariñas Cavite Philippines - Dasmariñas  
2001 to 2005

