Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: Johnny Lei Jiang

Taborca ID: 52367

Date of Hire: 06 / 17 / 19

Date of *Re-Act*: ____ / ____ / ____

New employee set up

- o E-verify
- o Hire Right EE
- o Hire Right Internal (upload any list A docs)

- o Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- o Notice to Employee Completed

- o Added to Orientation Time Sheet
- o Attended New Hire Orientation
- o Background Check
- o New Hire List (All fields)
- o Check Taborca Profile (All fields)
- o Upload Resume and Skills Tests (one doc)
- o Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- o File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- o Re Act onboarding if initially hired before 1/1/16
- o Check W4
- o Check all demographic info and availability
- o Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- o Complete Notice to Employee with updated pay if necessary
- o Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- o Run new BGC if more than 1 year since last shift worked
- o New orientation/place on time sheet if it's been over a year since last shift
- o New Hire List (all fields)
- o Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

Applicant Information

Name: Johnny Jiang	Interviewer: Christy ann Mauupe
Date: 06/17/19	Rate of Pay: $17.00
Position (s) Applied for: cashier /events	Referred by:

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

Jet Jiang referal
Hired for events and gigs

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

Transportation

(Car)   Public Transit   Carpool (Rider / Driver)

Regions Available to work:

~~LA~~   ~~OC~~   Within 15-20 miles

Certifications (if any)

TiPS   Serv-Safe   LEAD   Other _____   Will Submit

Availability

(Open)   AM only   PM only   Weekdays only   Weekends only

Details:

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:

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 __Johnny Jiang__ Date: __5/24/19__

Home Telephone (__408__) __761-0677__ Other Telephone (___) _____

Present Address __791 Strickroth Dr__

Permanent Address, if different from present address: _____

Email Address __Johnny_Jiang01 @ yahoo.com__

EMPLOYMENT DESIRED

Position applying for: __Server__ Salary desired: _____

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 __Jet Jiang__ 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	11:00	11:00	11:00	11:00	11:00	open
PM	open	10:00	10:00	10:00	10:00	10:00	open
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 ✓   If yes, when?_____

Do you have friends or relatives working for Acrobat Outsourcing? Yes ✓ No___   If yes, please state name and relationship **Jet Jiang / Father**_____

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?
Mission College	Santa Clara, California	EE in Progress	in progress
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: Microsoft word, Excel, Powerpoint. Altium Designer, Cadence Orcad /Allegro. Auto CAD			

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 Quoc Ho , 1151 Ringwood ct # 40

Type of Business PCB Design   Telephone No. (408) 428-9253 Supervisor's Name Quoc Ho
Your Position and Duties Operations Technician

Dates of Employment: From 08/2017 To 07/2018

Reason for Leaving: Full time school

Name and Address of Employer First Semiconductor

Type of Business Test house   Telephone No. (____) _____ Supervisor's Name Andy Li
Your Position and Duties Technician

Dates of Employment: From 06/2012 To 03/2016

Reason for Leaving: Company closed

Name and Address of Employer House of chu

Type of Business Restaurant Telephone No. (____) _____ Supervisor's Name Yao Lin
Your Position and Duties ~~Company closed~~ Server.

Dates of Employment: From 11/2014 To 02/2016

Reason for Leaving: Company closed

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: *No*_____

_____

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: _Amy Li_____   Telephone No. (_408_) _482-8370_____
Address _____
Occupation: _Test engineerer_ Relationship: _Supervisor_____   Number of Years Acquainted: _3___

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

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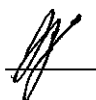Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

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 5-24-19

Johnny Jiang

791 Strickroth Drive, Milpitas CA 95035

408-761-0677
Johnny_Jiang01@yahoo.com

Objective   Seeking a position in a growing company that will utilize and challenge my knowledge, skills, and experience.

Education   **Associate of Science in Electronics Engineering,** In Progress
Mission College, Santa Clara, California. (Transfer to SJSU)

High School Diploma, June 2006
Piedmont Hills High School, San Jose, California

Experience

Q-Design, San Jose, CA   08/2017-07/2018
Operations Technician
- Evaluate and Troubleshoot.
- Responsible for managing equipment and equipment purchases.
- Create BOMs and order parts.
- Provide outstanding same day on-site support.
- Perform root cause analysis for RMA.
- Manage multiple projects simultaneously in a timely manner.
- Provide IT support in networking and office equipment.
- Provide excellent concise communication through email and over the phone.

First Semiconductor, Santa Clara, CA   06/2012-03/2016
Operator Technician
- Perform statistical analysis to optimize product yield and improve testing process.
- Manage and authorize procedural specifications based on data sheets.
- Develop qualification plans and administer tests with controlled stress induced environments using EIA/JEDEC standards to determine the reliability of packages.
- Analyze mechanical and electrical characteristics of failed products to determine the root cause of failure and author reports detailing results of the analysis performed.
- ESD trained.
- Crimp specified wires accordingly.
- Instruct and demonstrate responsibilities to fellow coworkers.

Wal-Mart, Fremont, CA   07/2010-08/2011
Automotive Technician
- Diagnose excessive tread wear conditions on tires to determine the root cause and provide recommendations for tire life optimization.
- Operate Hunter tire machines to dismount and mount various tire models ranging from Off-Road to Performance.
- Inspect, remove/install, and test an assortment of battery types such as Standard Maintenance, ATV, and Marine.
- Mentor co-workers and new hires on how to perform tire, oil and battery services in addition to providing excellent customer service.
- Excellent customer service.
- Recover correct specifications for important torque values, oil, oil filters, air filters, various electrical equipment, various tires, and more in the database.
- Perform various types of oil changes for each unique vehicle, remove/replace and repair tires when needed, provide electrical work when necessary.

Skills   MS Word, Excel, PowerPoint, Python, Altium Designer, Cadence Orcad/Allegro, AutoCAD.
Crimping, soldering, wiring, rework, X-ray PCB inspection.

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Johnny Jiano

Start Date: _____

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 Ca 95126

Mailing Address: " "

Telephone Number: 408. 316. 9545

WAGE INFORMATION

Rate(s) of Pay: $ 17.00 _____ Overtime Rate(s) of Pay: $ 1.5x Rate (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

DLSE-NTE (rev 9/2014)

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)

CHRISTYann Manuple

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

06· 17·19

(Date)

Johnny Jiang

(PRINT NAME of Employee)

(SIGNATURE of Employee)

6/17/19

(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.

DLSE-NTE (rev 9/2014)

Cashier Test   73/.   Score 11 / 15

C   1) A roll of quarters is worth?
    a) $5.00
    b) $10.00
    c) $15.00
    d) $20.00

a   2) A roll of dimes is worth?
    a) $5.00
    b) $4.00
    c) $3.00
    d) $2.00

C   3) A roll of nickels is worth?
    a) $8.00
    b) $6.00
    c) $4.00
    d) $2.00

C   4) A roll of pennies is worth?
    a) $1.00
    b) $0.75
    c) $0.50
    d) $0.25

C   5) What does POS stand for?
    a) Patience over standards
    b) Percentage of sales
    c) Point of sales
    d) People over service

9,500 6) What is the current sales tax rate in your city _____?

C   7) A customer buys a bowl of soup for $1.25, an apple $0.90 and a soda is $0.79. If you are given $10.00 how much change should you give back?
    a) $4.06   10.00   10.00
    b) $2.06   1.25   2.94
    c) $7.06   .90   7.06
    d) $5.06   .79

b   8) A customer buys two shirts for 10.50 each and two ball caps for $7.25 each. If you are given $50.00 how much change should you give back?
                     21   14.50
    a) $19.50   50.0
    b) $14.50   35.5
    c) $9.50   14.5
    d) $4.50

d   9) A customer buys soda for $3.75 and a hot dog for $4.25. If you are given $20.00 how much change should you give back?
    a) $6.00   8
    b) $8.00
    c) $10.00
    d) $12.00

a   10) A customer buys two hamburgers at $3.75 each, two bags of chips at $1.25 each, two cookies at $2.50 each and two sodas at $3.25 each. If you are given $100.00 how much change should you give back?
    a) $78.50   7.50   2.50   5   6.50
    b) $58.50
    c) $38.50   20.50
    d) $28.50   21.50

_a_   11) Counterfeit pens should be used on which three denominations?
   a) $20, $50, $100
   b) $10, $20, $50
   c) $5, $50, $100
   d) $10, $20, $50

_a_   12) How many times should you count change when giving it to the customer?
   a)   one
   b)   two
   c)   three
   d)   no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? __21__

14) What are the acceptable forms of ID for alcohol purchases? _Driver ID License_

15) How many $20 bills are in a bank band? __50__