



Name: Cheyenne Garcia

Taborca ID: 52380

Date of Hire: 6/18/2019

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		Interviewer: McKenna	
Name: Cheyenne Garcia	Date: 6/18/2019	Rate of Pay: \$17.00	
Position(s) Applied for: Cashier + Concessions		Referred by: Referral - Dehah	

Interviewer		Interviewer			
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

 Full-Time  
 Part-Time

Relevant Experience & Summary of Credentials		Total of _____ in Food Service/Hospitality	
<p>Goodwill - Cashier</p> <ul style="list-style-type: none"> <li>* Would ask if they would like to up sell for charity</li> </ul>		<ul style="list-style-type: none"> <li>* Rubio's           <ul style="list-style-type: none"> <li>- Serving</li> <li>- Table Service</li> <li>- Wine + Beer Serving</li> </ul> </li> <li>* Care. COM           <ul style="list-style-type: none"> <li>- Took care of kids</li> </ul> </li> </ul>	
<p>Radio Shack - Sales</p> <ul style="list-style-type: none"> <li>- Up sell products</li> <li>- On sales floor</li> <li>- Restock sales floor</li> </ul>		<ul style="list-style-type: none"> <li>* FHC will submit</li> </ul>	

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

Transportation		Car <input checked="" type="checkbox"/> Public Transit <input type="checkbox"/> Carpool ( Rider / Driver )	
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Regions Available to Work		XX	YY
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Certifications (if any)		TiPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other _____		<input checked="" type="checkbox"/> Will Submit	
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Availability		Open <input checked="" type="checkbox"/> AM only <input type="checkbox"/> PM only	Weekdays only <input type="checkbox"/> Weekends only	Weekends only	
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Details: LOOKING for Full time work opp!!

Uniforms Owned		<input checked="" type="checkbox"/> Bistro <input checked="" type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie		<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> 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 Cheyenne S. Garcia Date: 06.18.19  
Home Telephone (408) 465-2964 Other Telephone (408) 646-9822  
Present Address 1801 E. San Antonio St. San Jose, CA  
Permanent Address, if different from present address:  
Email Address CheySumGarcia93@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Customer S. Representative Salary desired: 13.50

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: 8 a.m. To: 7 p.m.

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral Indeed.com 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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	12	12	12	12	12	12	12
AM	8	8	8	8	8	8	8
PM	9	9	9	9	9	10	10

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

NO

**PERSONAL INFORMATION**

Have you ever applied to or worked for Acrobat Outsourcing before? Yes  No  If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes  No

If hired, can you present evidence of your legal right to live and work in this country? Yes  No

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes  No

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)  
\_\_\_\_\_  
\_\_\_\_\_

**Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.**

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Santa teresa	San jose CA	G.E.D	NO
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: Word, power-point, excel,			

**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 \_\_\_\_\_

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

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

Dates of Employment: From 2012 To 2013

Reason for Leaving: going out of business

Name and Address of Employer Radio shack

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

Your Position and Duties Commission sales

Dates of Employment: From 2015 To 2017

Reason for Leaving: moved out of state

Name and Address of Employer Burger King Corps

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

Your Position and Duties Customer Service Representative

Dates of Employment: From 2017 To 2018 2016 2017

Reason for Leaving: needed a break for mental health

Name and Address of Employer Goodwill

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

Your Position and Duties Volunteer work

Dates of Employment: From 2019 To 2019

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 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: teresa jacobs Telephone No. 408 912 3712  
Address       

Occupation: whole Foods Relationship: Colleague Number of Years Acquainted: 8  
Name: Danyella moritz Telephone No. 408 717 3023  
Address       

Occupation: Appliance testing Relationship: Colleague Number of Years Acquainted: 10  
Name: tomas garcia Telephone No. 510 847 8687  
Address       

Occupation: Sales representative Relationship: Father Number of Years Acquainted: 26  
Name:        Telephone No.         
Address

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

C6.

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.

C6.

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.

C6.

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.

C6.

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.

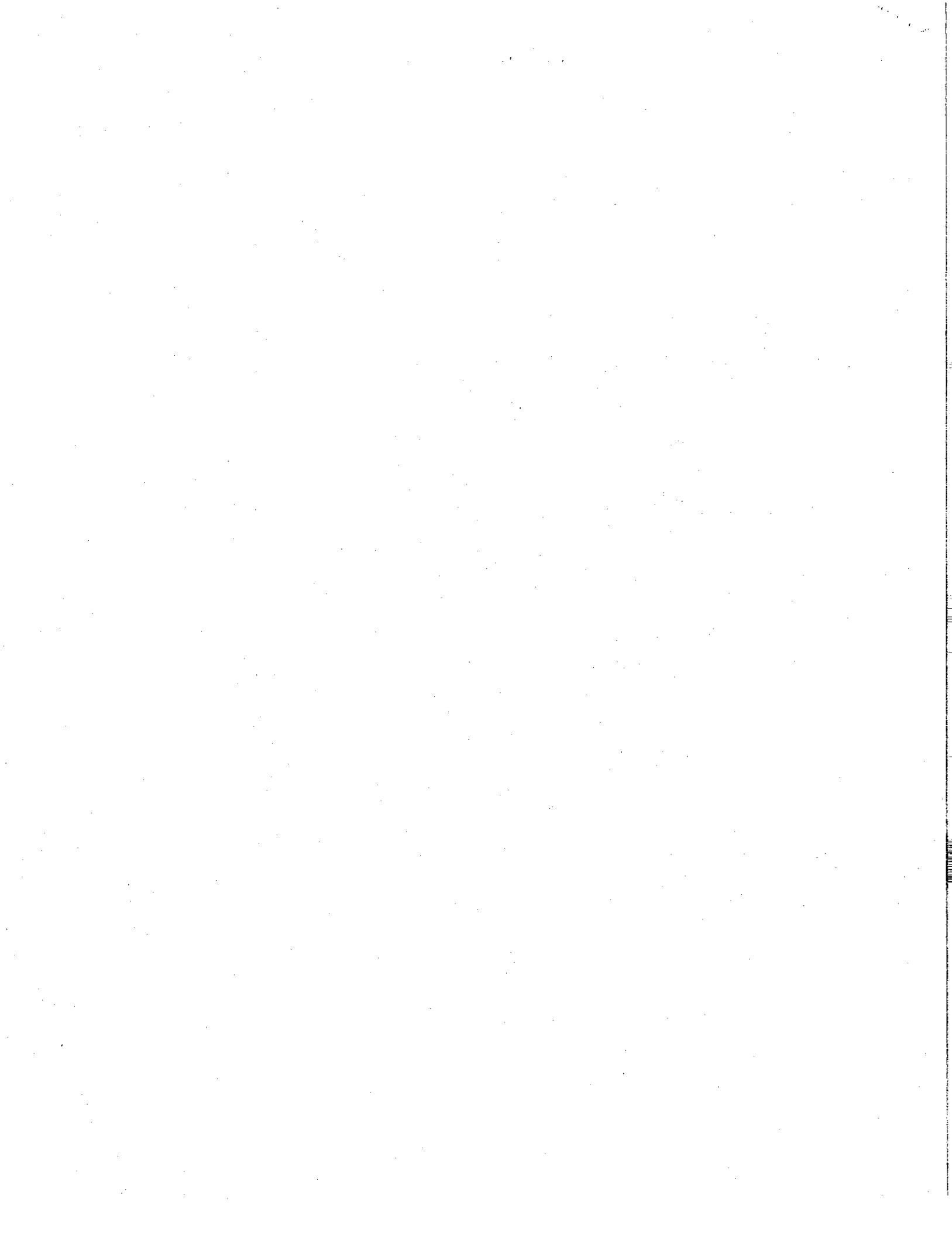
C6.

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

Chayenne H. S. Date 6-18-19



## **Cheyenne Garcia**

1801 E San Antonio St. San Jose California cheysumgar1993@gmail.com 408-646-9822

I am a dedicated and hardworking individual who is willing to grow in a company and am eager to learn new skills. I am happy to work and have an open evening and weekend schedule.

## Work Experience

Goodwill Industries - Cupertino, CA May 2017 to October 2017

## Customer service representative

Duties included: cleaning the floor, cashier, count the drawer, stock new items for seasonal décor, and put new items on floor

### Cashier

Duties included: clean the bathrooms, customer service, stock the front counter, mop the dining, take the drive thru orders, and keep a clean safe environment.

Radio Shack – Campbell, CA February 2012- June 2013

### Sales Representative

Duties included: Restocking inventory, rearranging displays, customer service, sales, and customer relations

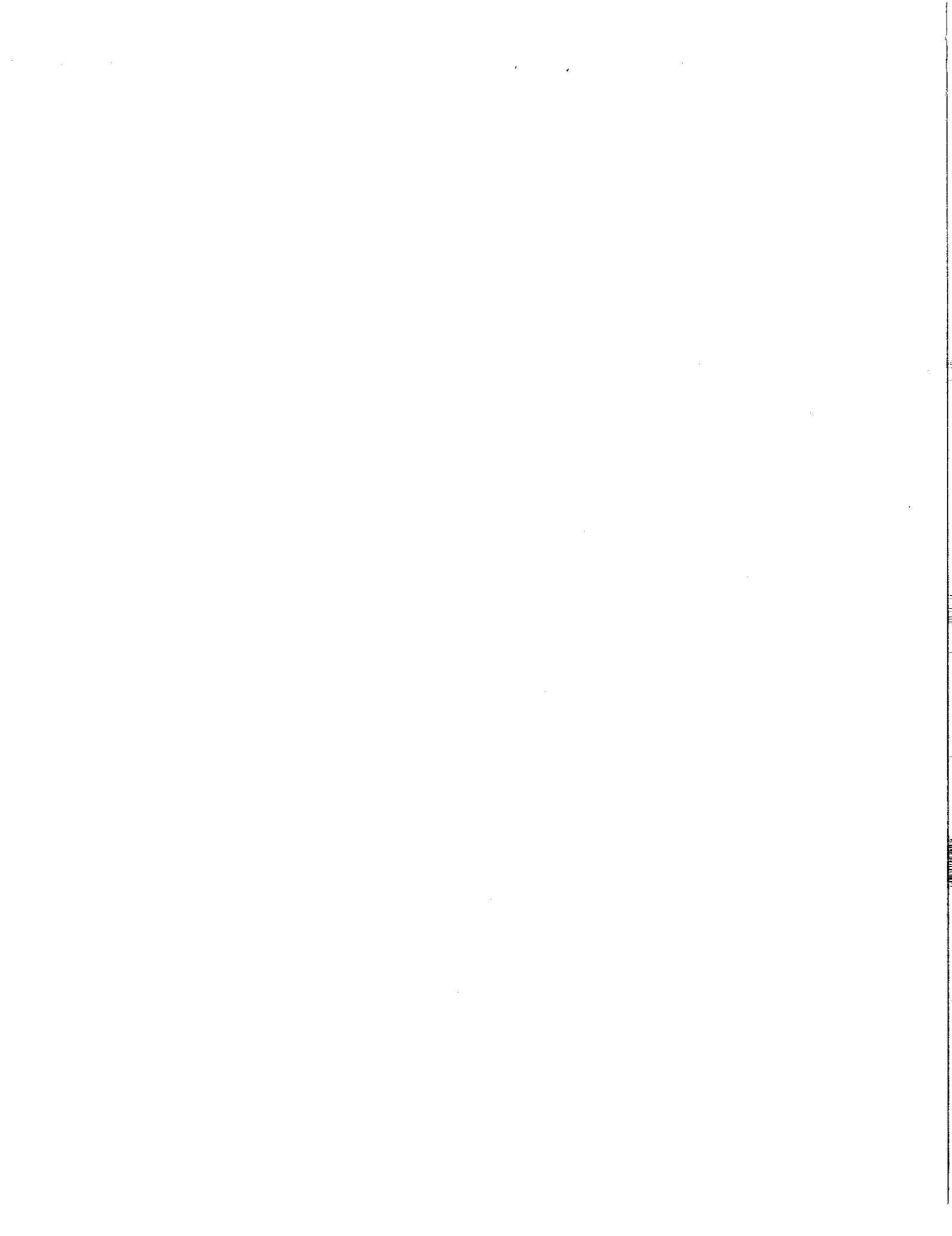
## Education

GED completed in 2012

September 2008 to June 2011 Skills training

## Special skills:

Word, excel, power point, office, cleaning, stocking, willing learner, friendly, ability to work in fast paced environments, customer relations, and sales



Cashier Test

Score 11 / 15

b.

1) A roll of quarters is worth?

- \$5.00
- \$10.00
- \$15.00
- \$20.00

25 50 75 100

a.

2) A roll of dimes is worth?

- \$5.00
- \$4.00
- \$3.00
- \$2.00

7.50      100  
              25

b.

3) A roll of nickels is worth?

- \$8.00
- \$6.00
- \$4.00
- \$2.00

6.50      1  
14.00      14.00  
              + 7.50

a.

4) A roll of pennies is worth?

- \$1.00
- \$0.75
- \$0.50
- \$0.25

2.50      21.50  
5.00      2  
7.50      100.00  
              21.50  
              .50

b.

5) What does POS stand for?

- Patience over standards
- Percentage of sales
- Point of sales
- People over service

6) What is the current sales tax rate in your city

7.25  $\frac{?}{\$}$

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?

1.25  
90  
79      10.00  
        94      2.94  
              8.16

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?

35.50      7.25  
10.50      + 7.25      21.00      14.50  
              21.00      14.50      35.50

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?

3.75      20.00  
4.25      - 8.00  
              00

C.

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?

78.50      2.50  
58.50      1.25  
38.50      + 1.25  
28.50      + 2.50  
              6.50      2.50  
              7.50      5.00

b.

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

Q.

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? identification card

15) How many \$20 bills are in a bank band? 100

C

1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

d

2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

d

3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

b

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

e

5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chafing dishes)
- d) Harsh chemicals
- e) All of the above

A

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C

7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

C

8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

d

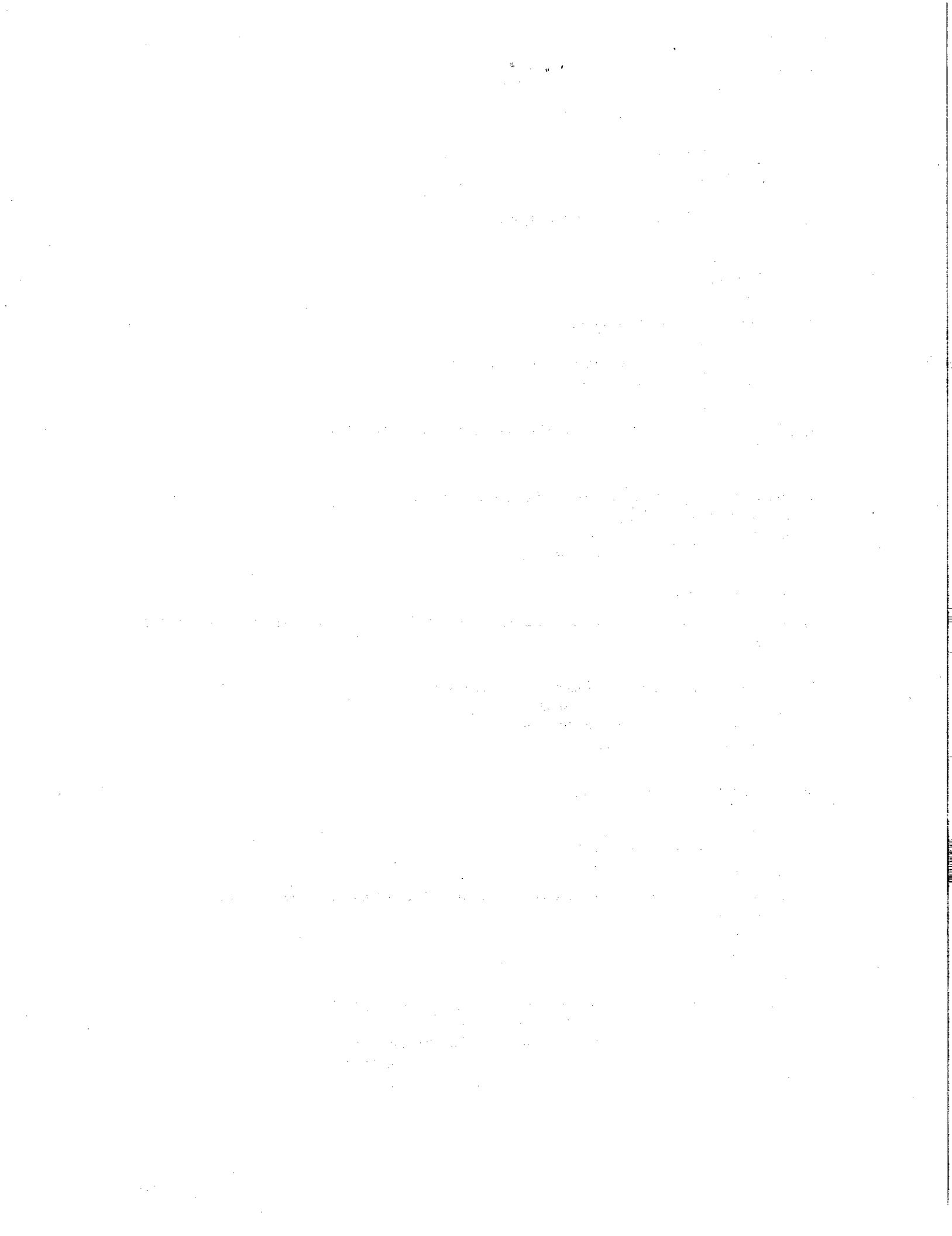
9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

d

10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution



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

**EMPLOYEE**

Employee Name: Cheyenne Garcia  
Start Date: 6/18/2019

**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 Th Alameda, Suite 110, San Jose CA

Mailing Address: 11

Telephone Number: 408-844-0772

**WAGE INFORMATION**

Rate(s) of Pay: \$17.00 Overtime Rate(s) of Pay: \$25.50

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission

Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

# WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 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)

(SIGNATURE of Employer Representative)

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(Date)

Cheyenne S. Garg

(PRINT NAME of Employee)

(SIGNATURE of Employee)

(Date) 6.18.19

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.