

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Isidro Rodriguez

Taborca ID: 52427

Date of Hire: 6/20/2019

Date of Re-Act: / /

New employee set up

- | | |
|---|--|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> Added to Orientation Time Sheet |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Attended New Hire Orientation |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check |
| <input checked="" type="checkbox"/> Direct Deposit (Scan to Payroll) and/or
Global Cash Card – complete the form &
have EE sign | <input checked="" type="checkbox"/> New Hire List (All fields) |
| <input checked="" type="checkbox"/> Notice to Employee Completed | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| | <input type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| | <input type="checkbox"/> 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>Isidro Rodriguez</u>	Interviewer: <u>McKenna</u>
Date: <u>6/20/2019</u>	Rate of Pay: <u>\$17.00</u>
Position (s) Applied for: <u>Prep / Dish</u>	Referred by: <u>Adriana Rico</u>

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

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths
<p>Working @ Landscaping (6-2:30pm)</p> <p>* Bon Appetit Dishwasher for 6 months - Manual Wash Machine - Put away Dish</p> <p>* Legendary - GPAK - Prep cook sandwiches - Cold line cook</p> <p>* Italian Restaurant (10+ years) - Pasta - Salad - Pizza</p> <p>Total of _____ in Food Service/Hospitality</p>
P.O.S. Experience: Y / N details: _____

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

Regions Available to work
All <u>All of San Jose</u>

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ <u>Will Submit</u>

Availability
Open AM only <u>PM only</u> Weekdays only <u>Weekends only</u>

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:
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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 Isidro Rodriguez Flores Date: 6-20-2019
Home Telephone (650) 804-8523 Other Telephone (650) 495-0754
Present Address 254 Pamela ave #2 San Jose CA 95116
Permanent Address, if different from present address: _____
Email Address isidrorod800@icloud.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher or prep work Salary desired: \$20.00

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							
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 ☒ 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?
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 Bright View Landscape 530 Aldo ave

Type of Business _____ Telephone No. 408,359-7284 Supervisor's Name Francisco L

Your Position and Duties Blower pickup leaves

Dates of Employment: From 11-1-2017 To NOW

Reason for Leaving: _____

Name and Address of Employer Bon Appetit

Type of Business _____ Telephone No. (650) 980-4873 Supervisor's Name Yajaira Torrey

Your Position and Duties Dishwasher

Dates of Employment: From 10-8-2018 To 4-23-19

Reason for Leaving: Change of Job

Name and Address of Employer Legendary Agency

Type of Business _____ Telephone No. 408 621-3208 Supervisor's Name Enrique

Your Position and Duties prepare sandwich and prep salad

Dates of Employment: From 1-5-19 To 6-15-19

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 _____

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

1.R 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.

1.R 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.

1.R 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.

1.R 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.

1.R 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

6-20-2019

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Isidro Rodriguez Flores
Email: isidrorod80@icloud.com
Phone number: 650-804-8523

Working Experience:

Company Name: Bright View Landscape
Dates of Employment: 11-1-2017 to Now
Job Responsibility: Gardener

- -
- -
- -
- -

Company Name: Bon Appetit
Dates of Employment: 10-8-2018 - 4-23-19
Job Responsibility:

- - Dishwasher
- -
- -
- -

Company Name: Legendary staffing
Dates of Employment: 1-5-2018 - 6-15-19
Job Responsibility:

- - Prepare Salads
- - Prepare Sandwich
- -
- -

Skills

- -
- -
- -
- -

Isidro Rodriguez Flores

San Jose, CA 95112

isidorod80@icloud.com

6508048523

Authorized to work in the US for any employer

Work Experience

Gardener

Brightview Lanscape - Mountain View, CA

November 2017 to Present

Blower,pick up leaves cut the grass

Enpaking

Sanmina Corporation - San Jose, CA

November 2017 to June 2019

Dishwasher

Bon Appetit at Google - Mountain View, CA

October 2018 to April 2019

Wash dishes,put away dishes

Delivery Driver

Amazon Flex - Milpitas, CA

March 2016 to October 2017

Delivery packages

Gardener

ezhome - Palo Alto, CA

June 2016 to December 2016

Cleaning gutters,spray mulch,blower,pick up trash

Dishwasher

Puerto Azul - San Jose, CA

June 2015 to June 2016

Delivery Driver

BA Earth Care Lanscaping - Cupertino, CA

November 2005 to June 2015

Pick up trash,planting plants,spray mulch,demolition and more

Prep Cook

Raviolis Restarant - Milpitas, CA

May 1999 to December 2004

Prepare and painting

Ekim painting - Cupertino, CA

May 2002 to August 2004

Prepare and painting

Education

None in Biology

Joseph george - San Jose, CA

August 1992 to April 1993

None

None

Skills

Gardening, Landscaping

Certifications/Licenses

CDL Class B

DOT Medical Card

Food Handler

Examen de Cocinero

Score 15 / 20

Opción múltiple (1 punto cada uno)

- a 1) Un galón es igual a _____ onzas
- a. 56
 - b. 145
 - c. 32
 - d. 128
- c 2) ¿Mesclun son qué tipo de vegetal?
- a. Raíces
 - b. Frijoles
 - c. Ensalada Verde
 - d. Especies
- b 3) ¿Qué significa el término cocinar a fuego lento?
- a. Sosar rápidamente de los dos lados
 - b. Cocinar despacio en un sartén tapado con un poco de líquido
 - c. Cocinar a fuego alto y rápidamente
 - d. Cocinar en agua hirviendo lentamente
- b 4) ¿A qué temperatura interna debe cocinar pollo para que sea sano comer?
- a. 155 grados F
 - b. 165 grados F
 - c. 175 grados F
 - d. 185 grados F
- c 5) ¿Cómo se hacen las verduras blanché?
- ☒ a. Sumergir unos instantes en agua hirviendo
 - b. Cocinar ligeramente en mantequilla a fuego medio
 - c. Remojar en agua fría durante la noche
 - d. Frotar con sal antes de cocinar
- b 6) ¿Cuál de los siguientes ingredientes comprimirías antes de medir?
- a. Aceite de oliva
 - b. Sal
 - ☒ c. Azúcar morena
 - d. Azúcar blanco
- c 7) ¿Qué es Al Dente?
- a. Firme, pero no duro
 - b. Suave al tocar
 - c. Muy duro
 - d. Muy suave
- a 8) El alimento se debe dejar fuera no más de
- a. 2 horas
 - b. 3 horas
 - c. 4 horas
 - d. 5 horas

Examen de Cocinero

- C 9) ¿Cuál es la manera incorrecta para descongelar alimentos congelados?
- a. En el refrigerador
 - b. En un fregadero con agua fría
 - c. En el mostrador
 - d. En el microondas
- d 10) ¿Cuál de los siguientes se puede utilizar para apagar un fuego de grasa?
- a. Bicarbonato de sodio
 - b. Levadura en polvo
 - c. Harina
 - d. Agua
- d 11) ¿Cuál es el rango de temperatura de la zona de peligro?
- ☒ a. 25-135
 - b. 40-140
 - c. 50-160
 - d. 30-130
- b 12) ¿Dónde se debe dejar la manija de un sartén mientras estas cocinando?
- a. Sobre el fuego
 - b. Dado vuelta hacia usted para un mejor control
 - c. Dado vuelta hacia la izquierda o derecha
 - ☒ d. Siempre sobre la encimera
- C 13) ¿Cuándo se escalfa algo, se cocina con qué?
- a. Fideos
 - b. Verduras
 - c. Líquido
 - d. Aceite
- b 14) ¿Cuál cuchara se usa para quitar la grasa de las sopas y guisados?
- a. Cuchara de hilván
 - b. Cucharon
 - ☒ c. Cuchara ranurada
 - d. Cuchara de porción
- d 15) ¿Cuál de los siguientes significa cocinar en una pequeña cantidad de grasa?
- a. Sazonar
 - b. Saltear
 - c. Asar
 - d. Hervir
 - e. Freír
- A 16) ¿Qué significa corta a Julien?
- a. Comida cortada en tiras largas
 - b. Comida cortada en tiras largas y luego bolteadas y cortado en cubitos
 - c. Comida picada en cubitos chicos y uniformes
 - d. Comida pelada y cortado en forma parecida a un balón de fútbol americano.

Examen de Cocinero

a

- 17) ¿Cual significa cocinar en un sartén en fuego bajo hasta que la comida suaviza y suelta humedad?
- a. Sudar
 - b. Hervir
 - c. Asar

Rellene el espacio en blanco (1 punto cada uno)

- 18) _____ & _____ son los ingredientes de sazonar básicos para cualquier receta
- 19) _____ : significa picar en pedazos pequeños cuando uniformidad de tamaño y forma no importan.

Dishwasher Test

Score 6/10

60%

- 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
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- A 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
- A 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - ☒ b) False
- C 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, chaffing 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
- A 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
- B 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: Isidro Rodriguez
Start Date: June 20, 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

Mailing Address: " "

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, 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
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

6/20/2019
(Date)

Sidero Rodriguez Flores
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

6-20-2019
(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.