



Name: Tynique Burns

Taborca ID: 52437

Date of Hire: 6/21/2019

Date of Re-Act:   /  /  

#### New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

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

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

# Interview Note Sheet

## Applicant Information

Name: <u>Tunique Burns</u>	Interviewer: <u>McKenna</u>
Date: <u>6/21/2019</u>	Rate of Pay: <u>\$17.00</u>
Position (s) Applied for: <u>Cashier</u>	Referred by: <u>Sean Davis</u>

Interest/Career Goals						Seeking:
Server	/35	%	Bartender	/35	%	Full-Time
Prep Cook	/20	%	Barista	/15	%	Part-Time
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	/10	%	Housekeeping	/14	%	

## Relevant Experience & Summary of Strengths

\* Inglewood Sports Service      Total of \_\_\_\_\_ in Food Service/Hospitality

- VIP area
- Table service
- Take orders + alcohol

\* Levi Stadium

- Cashier + Concessions

\* Performing Arts Center

- Usher
- Help to Seats

\* Would like to work w/ Sean D.

\* FHC already

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

Transportation:	<input checked="" type="radio"/> Car	Public Transit	Carpool ( Rider / Driver )
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Regions Available to Work:	<u>LA</u>	<u>BB</u>
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## Certifications (if any)

TiPS	Serv-Safe	LEAD	Other _____	<input checked="" type="radio"/> Will Submit
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## Availability

<input checked="" type="radio"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details: COMP + GO from LA

## Uniforms Owned

<input checked="" type="radio"/> Bistro	<input checked="" type="radio"/> Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	<input checked="" type="radio"/> 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 Tynique Burns Date: 6/21/2019  
Home Telephone (323) 702 - 9780 Other Telephone ( )  
Present Address 2815 Hyde Park Blvd Apt 1, Los Angeles, CA, 90093  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address tynique.burns.26@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Server, Dishwasher, Cashier Salary desired: \$19.00 / hour  
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 Sean Davis 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?  
6/23/19

*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	<input checked="" type="checkbox"/>						
AM	<input checked="" type="checkbox"/>						
PM	<input checked="" type="checkbox"/>						

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

\* Will be back and forth from Los Angeles & San Jose

**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 Sean Davis, friend

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?
Cal State Long Beach	Long Beach, CA		
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: <u>Food Handler Certificate</u>			

Page 3 of 5  
The Service Companies

**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 Carpenter Performing Arts Center

Type of Business performing arts center Telephone No. (562) 985-4274 Supervisor's Name Jackie Hahn  
Your Position and Duties Usher

Dates of Employment: From Feb 2018 To Present

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

Name and Address of Employer Inglewood Sports Service, forum

Type of Business Arena Telephone No. (310) 330-7341 Supervisor's Name \_\_\_\_\_  
Your Position and Duties In-Seat Server

Dates of Employment: From June 2019 To Present

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: \_\_\_\_\_

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

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

Page 4 of 5  
The Service Companies

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: Jackie Hahn Telephone No. 302, 985 - 4274

Address \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship: Supervisor Number of Years Acquainted: 1

Name: Dominique Gillis Telephone No. 323, 835 4926

Address \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship: Mentor Number of Years Acquainted: 5

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

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

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

TB

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.

TB

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.

TB

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.

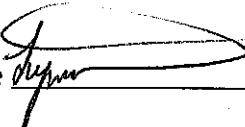
TB

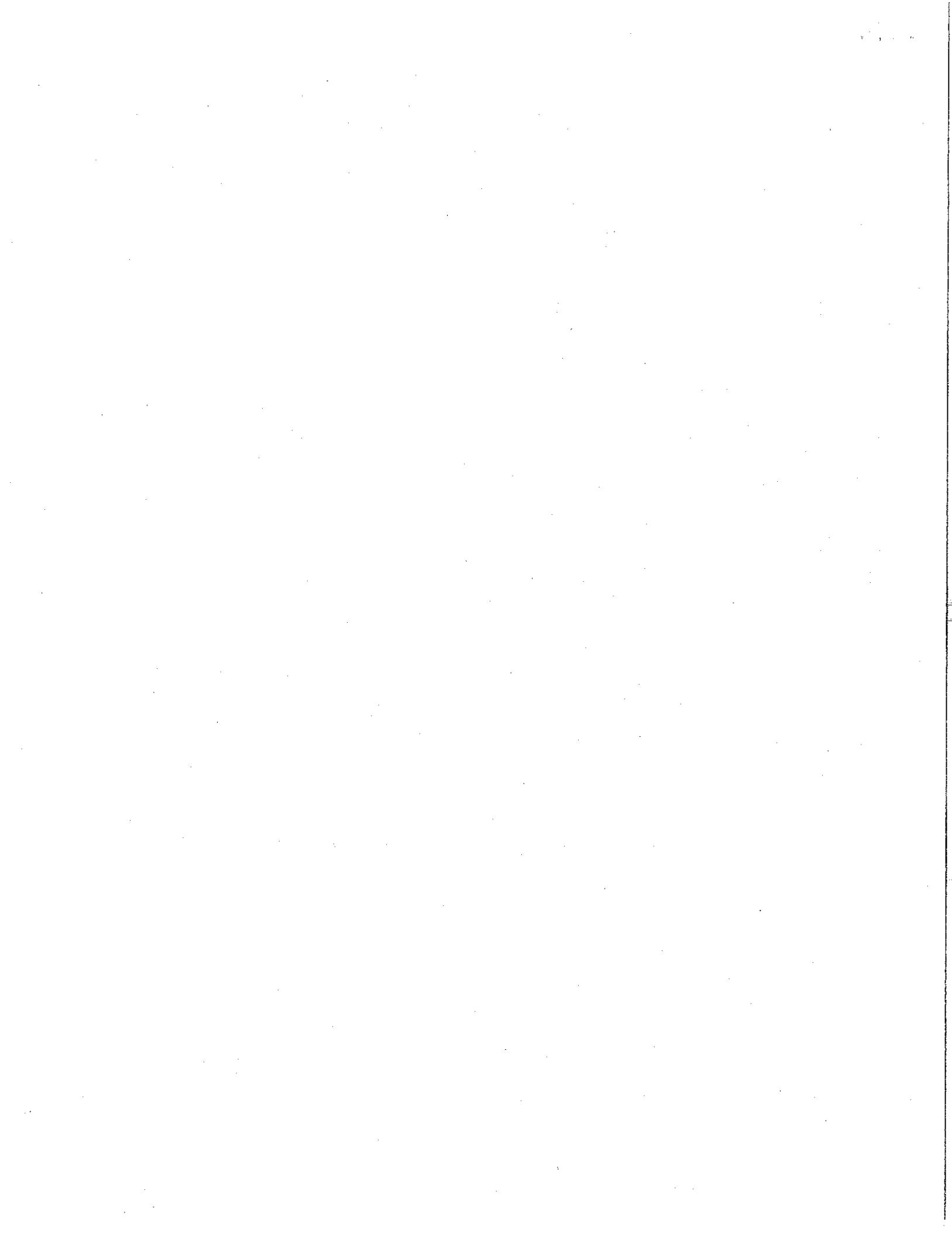
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

TB

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 6/21/19



# Tynique Burns

Los Angeles, CA

323-702-9780

[tyniqueburns26@gmail.com](mailto:tyniqueburns26@gmail.com)

## Profile

I am a hard working and ambitious student looking for the opportunity to strengthen my customer service and leadership skills and develop new skills and experiences that I can apply to my job title.

## Experience

### ***SALE ASSOCIATE, RAINBOW CLOTHING STORE — JULY 2015 - SEPTEMBER 2015***

- Maintained inventory control by monitoring clothing racks and keeping them stocked and organized
- Processed weekly shipments by verifying all items are present and in good condition
- Exceeded sales goal by establishing strong customer relationships

### ***CONCESSION STANDS WORKER, CRENSHAW HIGH SCHOOL — AUGUST 2014 - JUNE 2017***

- Created a streamline sales tracking system to track our top selling products
- Adapted to high customer volumes while maintaining an accurate flow of cash payments and receipts
- Resolved customer complaints in a professional manner
- Provided exceptional customer service to exceed sales goals

### ***SERVICE ASSISTANT, CRENSHAW HIGH SCHOOL — AUGUST 2016 - JUNE 2017***

- Managed data collection of student and teacher attendance
- Organized office supplies, counselor binders, and other attendance files
- Delivered summons to classrooms for approbate students needed in the attendance office
- Disposed of confidential papers in a secure manner

### ***THEATER USHER, CARPENTER PERFORMING ARTS CENTER—FEBRUARY 2018 - PRESENT***

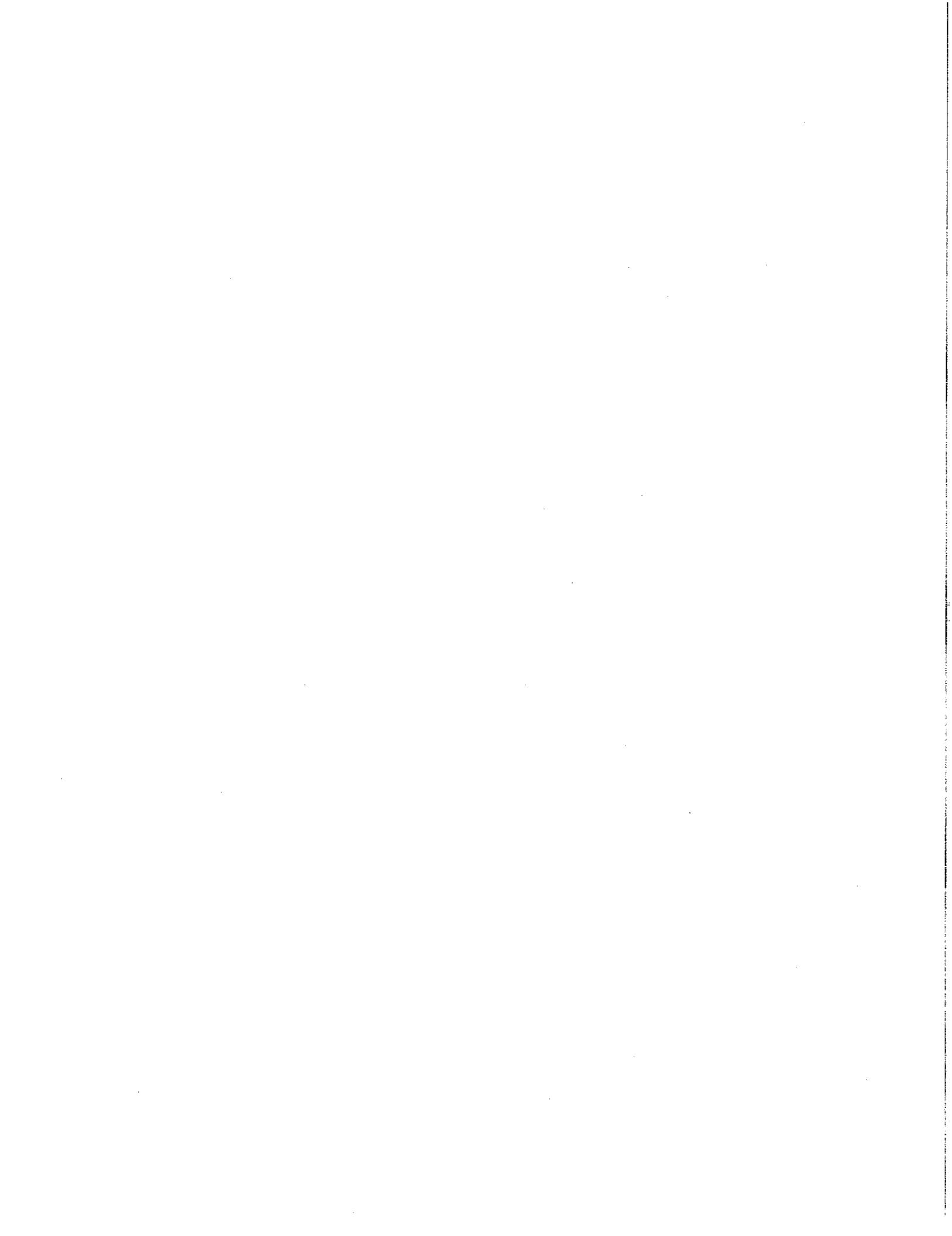
- Greet patrons attending entertainment events.
- Collect admission tickets and passes from patrons at entertainment events.
- Provide assistance with patrons' special needs, such as helping those with wheelchairs.
- Settle seating disputes and help solve other customer concerns.
- Distribute programs to patrons.
- Assist patrons in finding seats, lighting the way with flashlights if necessary.
- Cleaned the complex from food areas to theaters ensuring sanitary conditions
- Informed patrons about show times, intermission times, and show ending

## Education

- California State University, Long Beach — Bachelors, Present

## Skills

- Customer Service
- Leadership
- Ability to learn skills
- Works well under pressure
- Time management



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### ***INSEAT SERVER, INGLEWOOD SPORTS SERVICE, FORUM — JUNE 2019 - PRESENT***

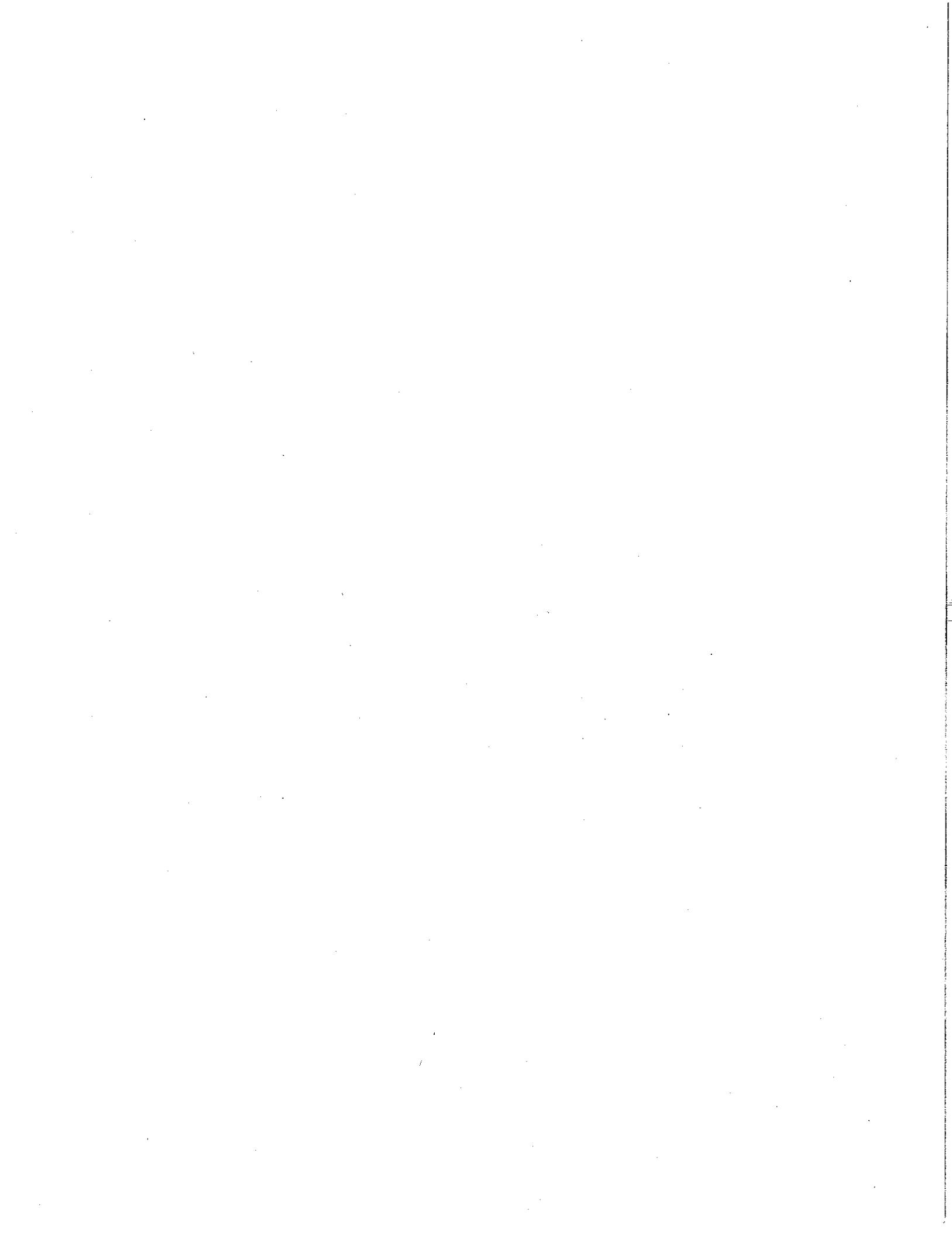
- Greet customers upon arrival to seats.
- Deliver and re-supply menus to seats.
- Take orders and transmit to kitchen.
- Insure customers who order alcohol are legally able to do so.
- May assist runners in delivering backorders of food and beverages.
- Perform other related duties, tasks and responsibilities as required from time to time.

## **Education**

- California State University, Long Beach — Bachelors, Present

## **Skills**

- Customer Service
- Ability to learn skills
- Works well under pressure
- Time management



**Cashier Test**

Score **13/15**

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

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

**.09** ?

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?

$$\begin{array}{r}
 1.69 \\
 1.25 \\
 \hline
 2.94
 \end{array}$$

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

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?

$$\begin{array}{r}
 21. \\
 14.50 = 34.50
 \end{array}$$

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

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
- b) \$8.00
- c) \$10.00
- d) \$12.00

**2.50**

**5**

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
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r}
 3.75 \\
 3.75 \\
 \hline
 7.50 \\
 2.50 \\
 4.50 \\
 \hline
 6.50 \\
 6.50 \\
 \hline
 20.50
 \end{array}$$

**Cashier Test**

**Score / 15**

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

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 licenses, ID

15) How many \$20 bills are in a bank band? 50

## NOTICE TO EMPLOYEE

Labor Code section 2810.5

### EMPLOYEE

Employee Name: Tynique Burns

Start Date: 6/21/2019

### EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: Acrobat Outsourcing

Physical Address of Main Office: 1871 The Alameda, Suite 110, San Jose

Mailing Address: "

Telephone Number: 408-844-0772

### WAGE INFORMATION

Rate(s) of Pay: \$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)

Tynice Burns

(PRINT NAME of Employee)





(SIGNATURE of Employer Representative)

(SIGNATURE of Employee)

6/21/2019

6/21/2019

(Date)

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.