

# ACROBAT OUTSOURCING

## TSC GROUP

Sam Karimzadeh

Taborca ID: 52660

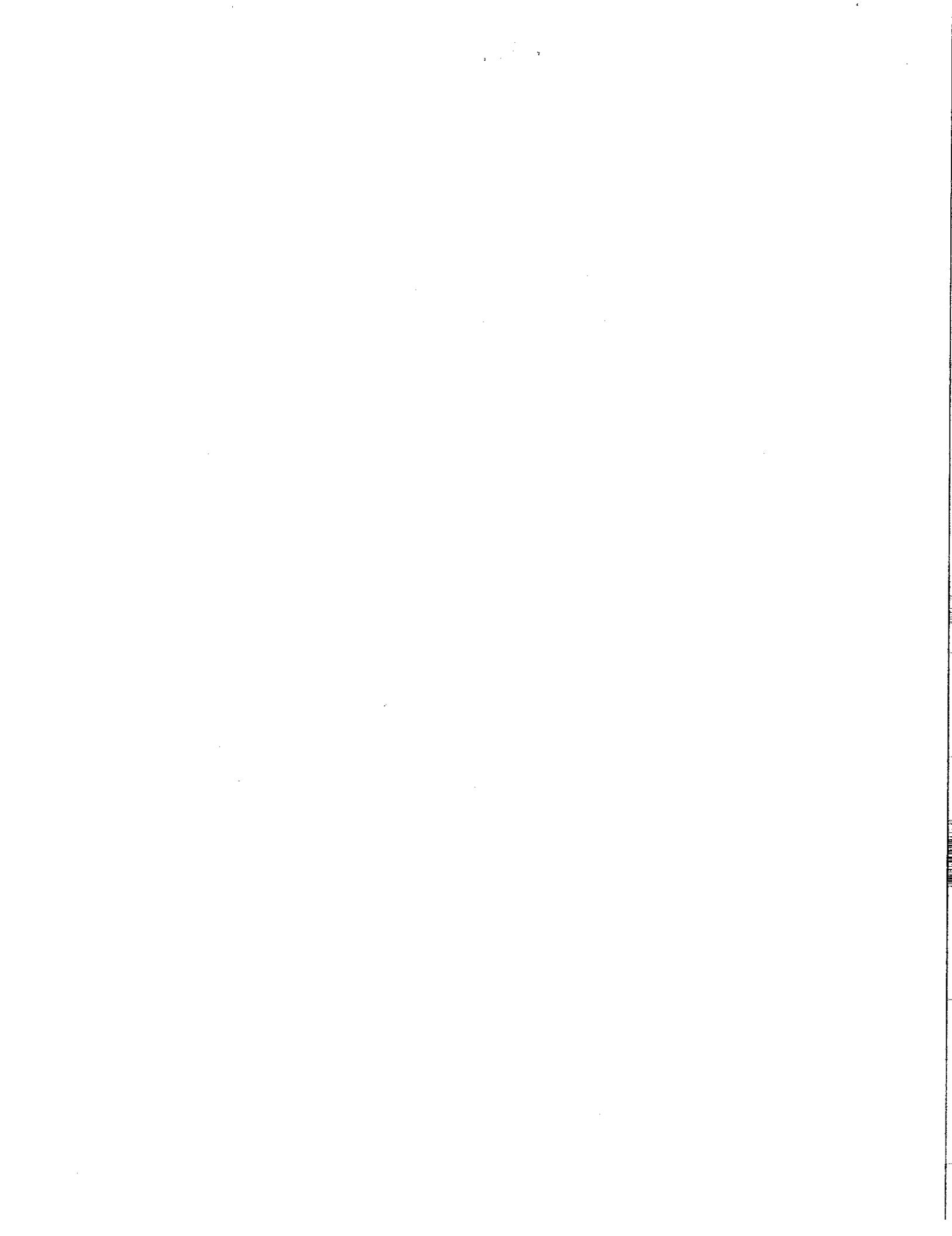
Date of Hire:   /  /  

Date of Re-Act:   /  /  

<input type="checkbox"/> E-Verify	<input type="checkbox"/> New Hire List (All fields)
<input type="checkbox"/> Hire Right EE	<input type="checkbox"/> Check Taborca Profile (All fields)
<input type="checkbox"/> Hire Right Internal (upload any list A docs)	<input type="checkbox"/> Upload Resume and Skills Tests (one doc)
<input type="checkbox"/> Notice to Employee Completed	<input type="checkbox"/> Upload Food Handler's Card
<input type="checkbox"/> Added to Orientation Time Sheet	<input type="checkbox"/> Presented
<input type="checkbox"/> Background Check	<input type="checkbox"/> Emailed

### 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
- 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
- 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 it's been over a year since last shift
- Delete employee from the INA/TER spreadsheet if they are on it



## 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 Sam Karimzadeh Date: \_\_\_\_\_  
 Home Telephone (\_\_\_\_) \_\_\_\_\_ Other Telephone (408) 971-2334  
 Present Address 1597 Trevor Drive, SJ CA 95119  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Sam.karimzadeh@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Dishwasher My Cook Salary desired: \$18/h

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 \_\_\_\_\_ 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	ALL	ALL	ALL	ALL	ALL	ALL	ALL
PM	X	ALL	ALL	X	X	X	ALL

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

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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.)

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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?
UCLA	Los Angeles, CA	BA	Yes
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: CA Guard Card; customer service, diplomacy, conflict de-escalation,			

## 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 The Brandon Lounge

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

Your Position and Duties Barcode/Security: check IDs, observe/report crim. activity, keep bar patrons safe, collect used glasses; bartending.

Dates of Employment: From JAN 18 To Present

Reason for Leaving: N/A

Name and Address of Employer Fair Housing Crisis - Events

Type of Business Crisis Events Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Mitchelle Dyer

Your Position and Duties Poster/Blotter/Patron Dealer

Dates of Employment: From 2017 To Present

Reason for Leaving: N/A

Name and Address of Employer The Villager

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Type of Business BTR

Telephone No. ( ) \_\_\_\_\_ Supervisor's Name Ryan McBride

Your Position and Duties Powered

Dates of Employment: From Nov 17 To Mar 18

Reason for Leaving: Found a better job w/more hours; safer.

Name and Address of Employer Uber/Lyft/Doordash, etc.

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

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

Dates of Employment: From 2014 To 2018

Reason for Leaving: Does anyone fully leave?

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?

If so, describe: \_\_\_\_\_

Yes        No ✓

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Troy Riffis Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: Brahm Lange, Owner Relationship: Supervisor/Boss Number of Years Acquainted: 1+

Name: Lady Guerrero Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: Supply Chain Logistics Proj. Mgr. Relationship: Friend/Colleague Number of Years Acquainted: 10+

Name: Michelle Dyer - FHCE Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: Owner, FHCE Relationship: Boss / Supervisor / Event Mgr. Number of Years Acquainted: 1+

**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.

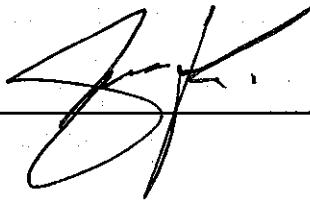
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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

2/26/19

# Interview Note Sheet

## Applicant Information

Name: <u>Sam Karimzadeh</u>	Interviewer: <u>McKenna</u>
Date: <u>2/26/2019</u>	Rate of Pay: <u>\$17.00</u>
Position (s) Applied for: <u>Dish / Server</u>	Referred by: <u>Craigslist</u>

Test Scores						Seeking:
Server	/35	%	Bartender	/35	%	
Prep Cook	/15	%	Barista	/15	%	
Grill Cook	/40	%	Cashier	/15	%	
Dishwasher	8/10	80 %	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths	
<ul style="list-style-type: none"> <li>- Bouncer/Security for 3 years</li> <li>- Began @ Willow Den</li> <li>- Bouncing @ Branham Lounge</li> <li>↳ Wed, Thurs, Fri, Sun (5:00pm - 9:30pm)</li> </ul> <p><b>* Wants to learn food prep</b></p> <p>↳ Willing to start @ Dish &amp; work his way up.</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 )	<input checked="" type="radio"/> Driver )
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## Regions Available to work:

SF City	SF North	SF Peninsula	East Bay	Outer East Bay
<input checked="" type="radio"/> San Jose	<input checked="" type="radio"/> South San Jose	<input checked="" type="radio"/> SF Peninsula		

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

## Availability

<input checked="" type="radio"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details: Days & Weekends Open

## 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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Name: Jam Karimzadeh

Taborca ID: \_\_\_\_\_

Date of Hire: 2/26/2019

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



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## Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207. You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than three points in a 90-day period can result in termination of employment.

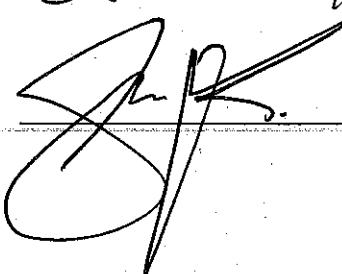
Tardy – Anybody not signed/ clocked-in by their start time. 1 Point

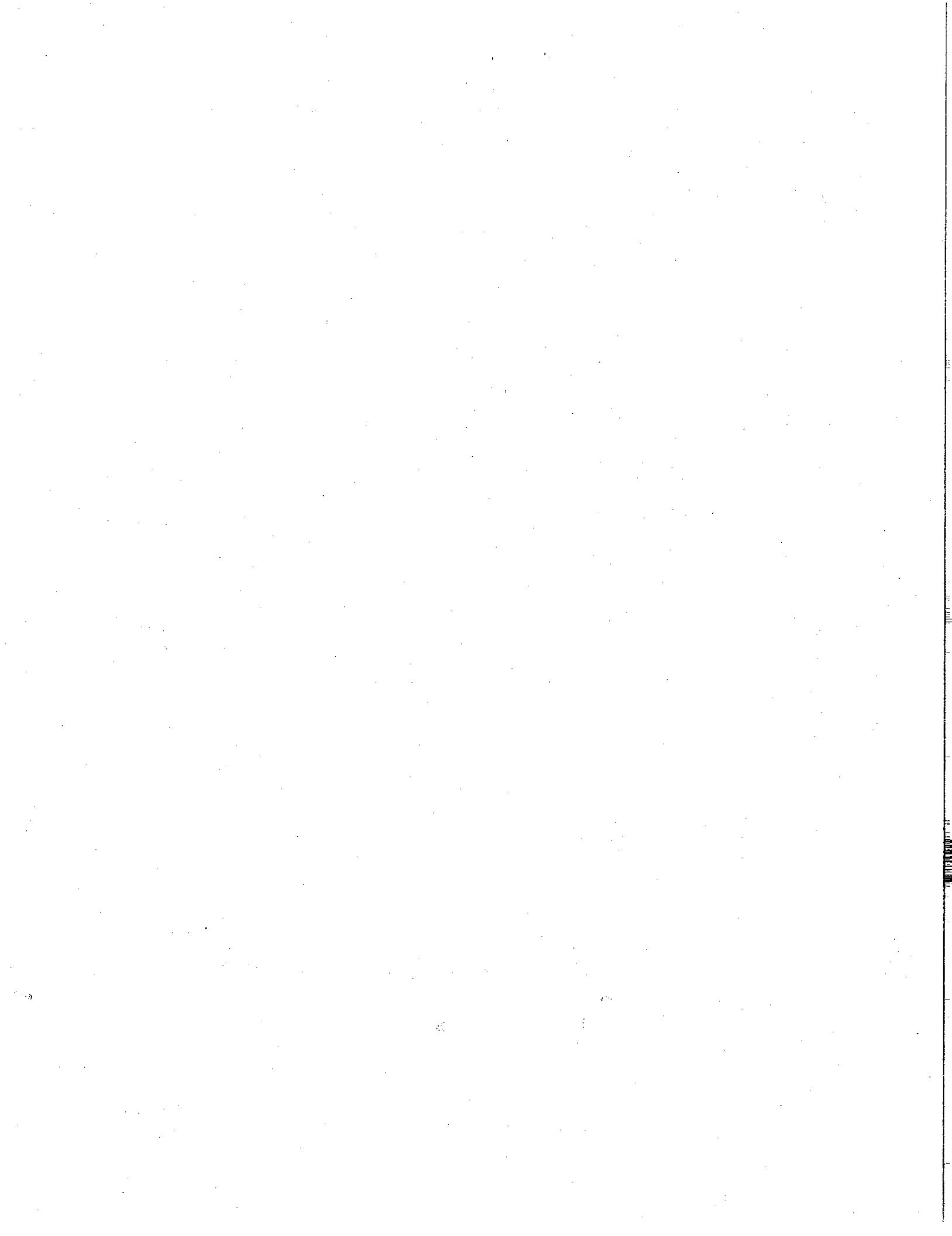
Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

LM Call-Out – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

No Call No Show – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Sam Krimzadeh Date: 7/11/19

Signature: 



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

**EMPLOYEE**

Employee Name: Sam Karimzadeh

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

Mailing Address: 11 11

Telephone Number: 408-844-0772

**WAGE INFORMATION**

Rate(s) of Pay: 17 Overtime Rate(s) of Pay: 25.5

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)

Ngoc Ho

(PRINT NAME of Employer representative)

Ngoc Ho

(SIGNATURE of Employer Representative)

7/11/2019

(Date)

Sam KARIMZADEH

(PRINT NAME of Employee)

Sam KARIMZADEH

(SIGNATURE of Employee)

7/11/19

(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.

**Dishwasher Test**

**Score** 10

C

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

- Clean apron
- Sanitized wiping cloth
- Single use paper towel
- Common used cloth

C

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

- Cutting glove
- Oven Mitt
- Rubber glove
- Nothing

D

3) When should you wash your hands?

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

B

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

- True
- False

E

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

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

A

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

- True
- False

C

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

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

C

8) When handling hot items you should?

- Wear rubber gloves
- No need to wear anything
- Use an oven mitt or dry cloth towel
- Nothing

C

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

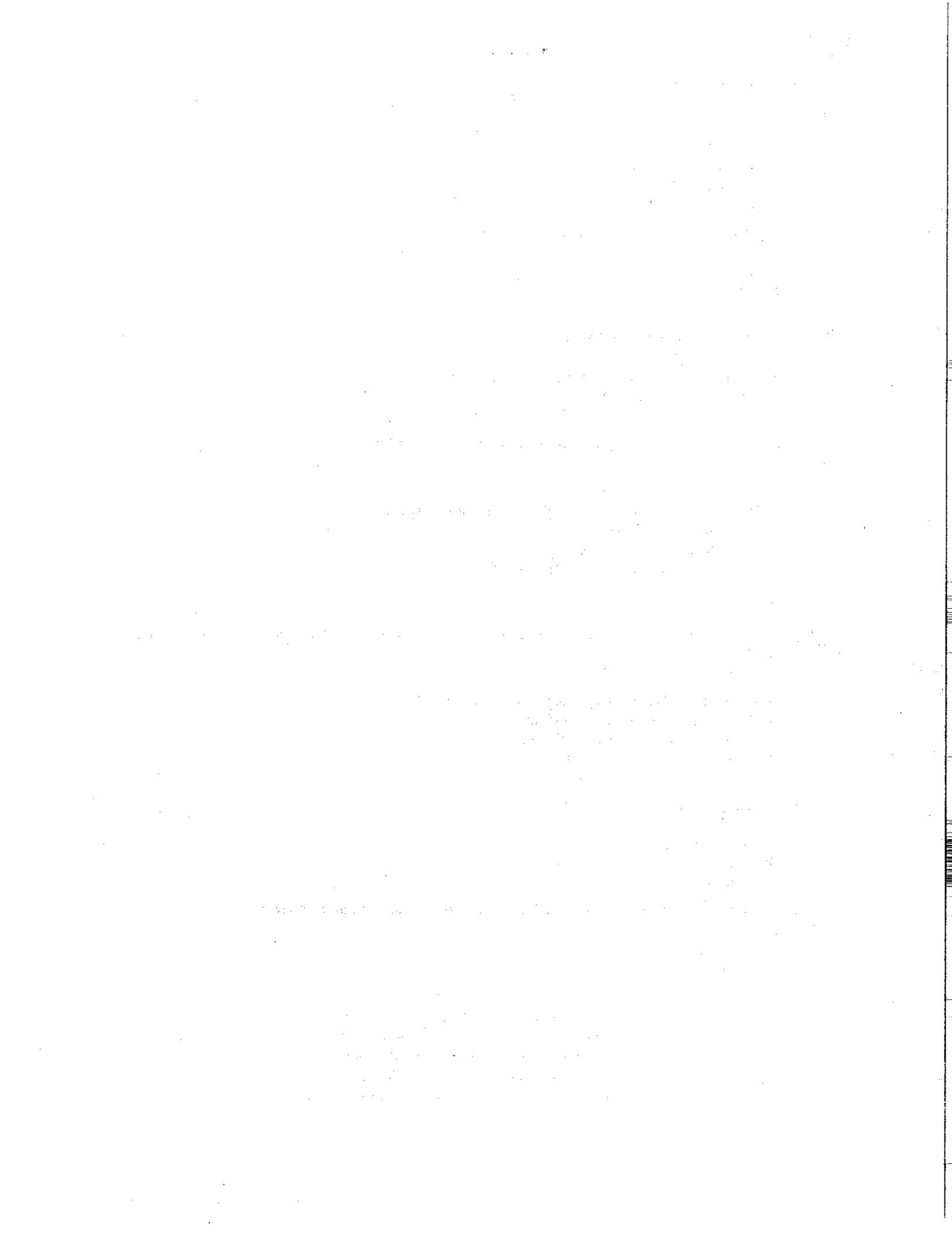
- Rinsing
- Scraping
- Washing
- Sanitizing

D

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

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

8  
10 80%



## EDUCATION

### Santa Clara University School of Law (Juris Doctor) Santa Clara, CA; June 2016

- Emery Merit Scholarship recipient; 2014 Westlaw Fantasy SCOTUS winner.
- *Relevant Course:* Criminal Law: A- with Professor David Ball – one of the top ten students of the class (the curve only allows the top 12% of approximately 75 students to receive A's or A-'s)

### University of California, Los Angeles (Bachelor of Arts, Political Science) Los Angeles, CA; June 2011

- Writer, UCLA Undergraduate Law Journal;
- Dean's List, Winter 2011

## DIRECTLY RELEVANT EXPERIENCE

### **Illyria Security Company – October 7, 2018 – November 7, 2018**

- “Hands-off” physical security for Lyft’s autonomous vehicle development facility. Primary duties are guarding vehicles containing proprietary technology and trade secrets from industrial espionage, and keeping (presumed) competitors from photographing or otherwise conducting reconnaissance on the cars and the facility. Patrols twice an hour; lobby front desk duty consists of being friendly and approachable to employees, making sure each person has a badge or is otherwise escorted by a person with a badge, printing guest badges and directing guests to the waiting area for their internal contacts.

### **The Branham Lounge – January 2018 – Present**

- Bouncer at a medium-volume neighborhood bar. Checking IDs. Verbal or physical removal of altercation participants once every 20 shifts. Diplomacy, customer service, de-escalation. Very occasional use of non-violent force/restraints.

### **The Willow Den – November 2017 – March 2018**

- Bouncer at a high-volume, rowdy dive bar. Checking IDs. Physical intervention in barroom altercations once every 1.5 shifts. Diplomacy, de-escalation, verbal control, use of non-violent restraint techniques.

### **Universal Protection Service (Security Officer) East Palo Alto, CA; April 2013-July 2013**

- Worked a high profile, high-end client, University Circle. Tenants were doctors, lawyers, venture capital and private equity firms. Conducted foot patrols, vehicle patrols, and CCTV operations. Liaised with EPAPD and EPAFD for site calls and visits. Customer service and care were stressed as the most important part of the position.

### **Echelon Security (Security / Flex Officer) San Jose, CA; November 2012 – December 2013**

- Patrol/CCTV operations for the “Team San Jose” complex consisting of the San Jose Convention Center, California Fox Theater, Center for Performing Arts, Montgomery Theater, San Jose Civic Auditorium, Marshaling Yard, South Hall and adjoining parking structures.
- Made frequent transient contact with the site being close to a large transient encampment; conducted incident report writing, and was personally commended on the quality of my report writing directly by the client. Worked day, grave, and swing shifts; schedules were made week-to-week based on the site’s needs. Worked special events as a rover as well as equipment watch.

### **University Cooperative Housing Association (Security Team) Los Angeles, CA; September 2010- June 2011**

- Evening front desk watch: made sure that persons entering the premises were either residents or guests of residents. Conducted patrols of each structure: Hardman Hansen Hall, Robison, and Essene. Party bouncer – politely directed partygoers to leave after an appointed time; diplomatically handled noise complaints after 10 PM.

### **Command Security Corporation (Security Officer) San Jose, CA; July 2010-September 2010**

- Assigned to Align Technology as a day/swing-shift patrol officer. Wrote reports, checked locked doors, fire alarms, and lab experiments. Front desk duties: checking in guests and badge making.

## SKILLS

Google Application Suite, Public Speaking, Conversant in Farsi, Brazilian Jujitsu (6 years), General Martial Arts (15 years)

