

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Carlos Azurdia

Taborca ID: 52808

Date of Hire: 7/25/2019

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>Carlos Azurdia</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>7/22/2019</u>	Rate of Pay:
Position (s) Applied for: <u>Prep Cook</u>	Referred by: <u>Zip Recruiter</u>

Test Scores					
Server		/35	%	Bartender	
Prep Cook	<u>12</u>	/20	<u>60</u>	Barista	
Grill Cook		/40	%	Cashier	
Dishwasher		/10	%	Housekeeping	

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths
<p style="text-align: right; margin-right: 50px;">Total of _____ in Food Service/Hospitality</p> <ul style="list-style-type: none"> - Google line M-F 6:00am-2:30 - 2016 - started as dishwasher - on-call right now - 18 years from dishwasher to cook
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:
LA OC <u>25 miles from Sunnyvale</u>

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will Submit

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

Uniforms Owned:
Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Chef Coat Chef Pants Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie Other: _____
Would you recommend this applicant for Acrobat Academy? <input type="checkbox"/> 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 CARLOS ENRIQUE DE LEÓN Date: 07-22-19
Home Telephone () _____ Other Telephone (650) 771-2717
Present Address 1201 Sycamore Terrace #108 Sunnyvale CA 94086
Permanent Address, if different from present address: _____
Email Address carlos.a213@hotmail.com

EMPLOYMENT DESIRED

Position applying for: Line cook Salary desired: \$120.00

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
	OPEN						
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?
Colegio Italiano Guatemala	Guatemala		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:			

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 S

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 SERVICE ON DEMAND SAN JOSE

Type of Business Agency Telephone No. (408) 641-7457 Supervisor's Name Desiree

Your Position and Duties COOK. MAKE breakfast and lunch.

Dates of Employment: From 3-4-14 To NOW

Reason for Leaving: still work when they need me

Name and Address of Employer Google

Type of Business Cafeteria Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties COOK, make Salads, dressing, cook Chicken
Pork, make Sandwiches

Dates of Employment: From 2-2-15 To 3-31-16

Reason for Leaving: move to other job

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: Pony Garcia Telephone No. (650) 575 5440
Address 2799 hunter st. East Palo Alto
Occupation: Supervisor Kinkos Relationship: friend Number of Years Acquainted: 50
Manager

Name: Giovanni Colmanares Telephone No. (650) 269-2140
Address 1885 East bay shore East Palo Alto
Occupation: Supervisor Relationship: friend Number of Years Acquainted: 55

Name: Marco Garcia Telephone No. (650) 704-5734
Address 1885 East bay shore East Palo Alto
Occupation: Manager Relationship: friend Number of Years Acquainted: 50

Please Read Carefully, Initial Each Paragraph and Sign Below

CA 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.

CA 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.

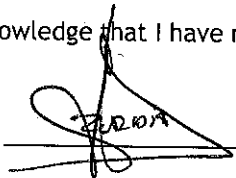
CA I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

CA 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.

CA 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 07-22-19

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Carlos AzurdiaStart Date: 7/25/2019**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: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATIONRate(s) of Pay: \$19/hrOvertime Rate(s) of Pay: \$28.5/hrRate 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 ☐ NoIf 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)

Ngoc Ho
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

7/25/2015
(Date)

Carlos E. De Leon Azurdia
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

7-25-19
(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.

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outsourcing

Your Hospitality Staffing Professionals

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

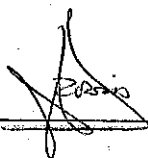
Name:

CARLOS E. DELCÓN Azurdia

Date:

7-25-19

Signature:



CARLOS AZURDIA

Cell. phone 650-771-2717

PERSONAL MISSION

To obtain a position with your organization that provides opportunities for advancing my career in cooking, food preparation, kitchen supervision and management.

EMPLOYMENT HISTORY

2007 to 2009, Grill Cook, Aramark, Mountain View, CA

- Responsible for cooking breakfast, lunch dishes and entrees.
- Other skills include cooking on the grill; dishes include hamburgers, steaks, seafood, and chicken.
- Other responsibilities included food preparation and general cleaning duties.

2006 to 2007, Handyman, Mr. Julio Cermeno (650-426-8190)

- Provided several handyman services to include construction, gardening, painting, and house cleaning.
- Specialized in yard work and gardening.

1999 to 2002, Cook, Saratoga Retirement Community Service, Saratoga Valley, CA

- Cooked breakfast, lunch, and dinner entrees.
- Assisted with line supervision and second employee in charge of kitchen staff.
- Specialized in cooking soups, salads, and pastries.
- General food preparation skills and abilities.

1993 to 2000, Cook, Piatti Restaurant, Palo Alto,

- *Line cook and food preparation for dinner; specializing in Italian food.*
- *Also worked as a dishwasher and prep-cook prior to being promoted to line cook.*
- *Extensive experience in sautéing, grilling, and making pizzas. Other specialties include soups, pastas, and cooking Italian sauces from scratch.*

EDUCATION

High School Diploma

- Italian School Guatemala City, Guatemala - 1974

LANGUAGES

- Spanish Fluent and English Med-level

PERSONAL REFERENCES AND LETTERS OF RECOMMENDATION UPON
REQUEST

Multiple Choice (1 point each)

- 1) A gallon is equal to _____ ounces
☒ a. 56
☐ b. 145
☐ c. 32
☐ d. 128
- 2) Mesclun are what type of vegetable?
☐ a. Roots
☐ b. Beans
☒ c. Salad Greens
☐ d. Spices
- 3) What does the term braise mean?
☐ a. Sear quickly on both sides
☒ b. Slowly cook in covered pan with little liquid
☐ c. Cook on high heat and quickly
☐ d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?
☐ a. 155 degrees F
☒ b. 165 degrees F
☐ c. 175 degrees F
☐ d. 185 degrees F
- 5) How do you blanch vegetables?
☒ a. Immerse for a short time in boiling water
☐ b. Cook lightly in butter over med heat
☐ c. Soak in cold water overnight
☐ d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?
☐ a. Olive Oil
☐ b. Salt
☒ c. Brown Sugar
☐ d. White Sugar
- 7) What is Al Dente?
☒ a. Firm but not hard
☐ b. Soft to the touch
☐ c. Very hard
☐ d. Very soft
- 8) Food should be left out no more than
☐ a. 2 hours
☐ b. 3 hours
☒ c. 4 hours
☐ d. 5 hours

60%
75%

Prep Cooks Test

- _____ 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - b. In a sink with cold water
 - ☒ c. On the counter
 - d. In the microwave
- _____ 10) Which of the following can you use to put out a grease fire?
- ☒ a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- _____ 11) What is the temperature range of the danger zone?
- ☒ a. 25-135
 - ☒ b. 40-140
 - c. 50-160
 - d. 30-130
- _____ 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - ☒ d. Mince, dice, chop
- ☒ 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - ☒ c. Turned towards the right or left at all times
 - ☒ d. Over the countertop at all times
- _____ 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - ☒ c. Liquid
 - d. Oil
- _____ 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - ☒ b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- _____ 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - ☒ b. Sauté
 - c. Broil
 - d. Boil
 - e. Fry

Prep Cooks Test

17) What is a Julien cut?

- ☒ a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- ☒ a. Sweat
- ☐ b. Boil ✓
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & ^{Black} Pepper are the basic seasoning ingredients for all savory recipes.

OK 20) Dice _{chop}: to cut into very small pieces when uniformity of size and shape is not important.

CERTIFICATE OF COMPLETION

This Certificate is awarded to

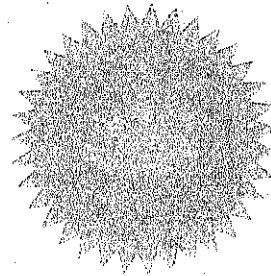
Carlos Azurdia

For Successful Completion of

Knife Safety Training

10/7/15

Trainer Signature



FoodHandlers

for State-of-the-Art Food Handler Training & Testing

grants a

Certificate of Completion

to

CARLOS AZURDIA

In recognition for completing the

Basic Food Handler's Course



CALIFORNIA Version

Certificate ID: 2013-995121 Issued: 11/17/2013 Expires: 11/17/2016

Official Issuer: 

