

ACROBAT OUTSOURCING

TSC GROUP

Heather Patti

Taborca ID: 529156

Date of Hire: 8/6/2019

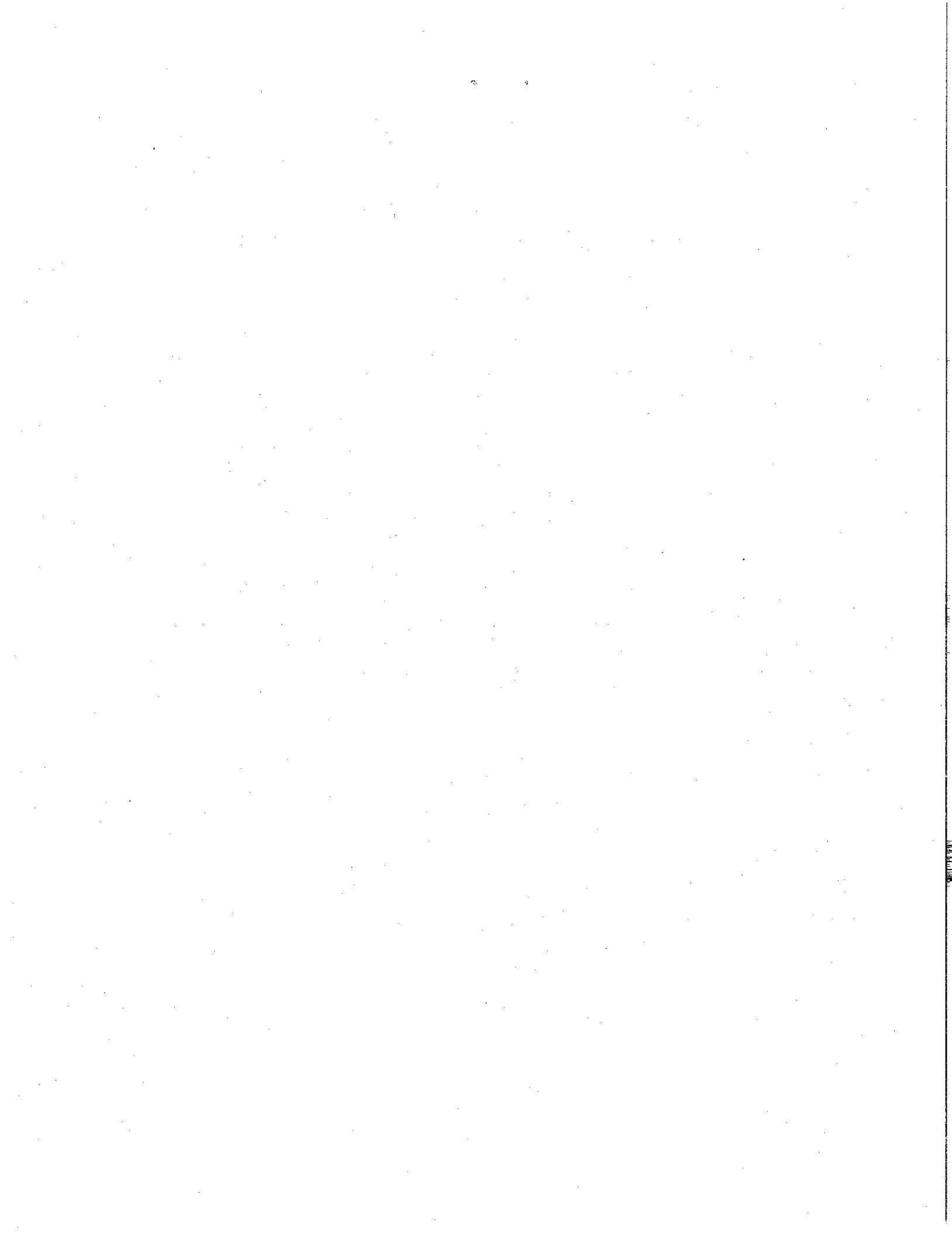
Date of Re-Act: / /

- E-Verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Background Check

- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card
 - Presented
 - 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



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

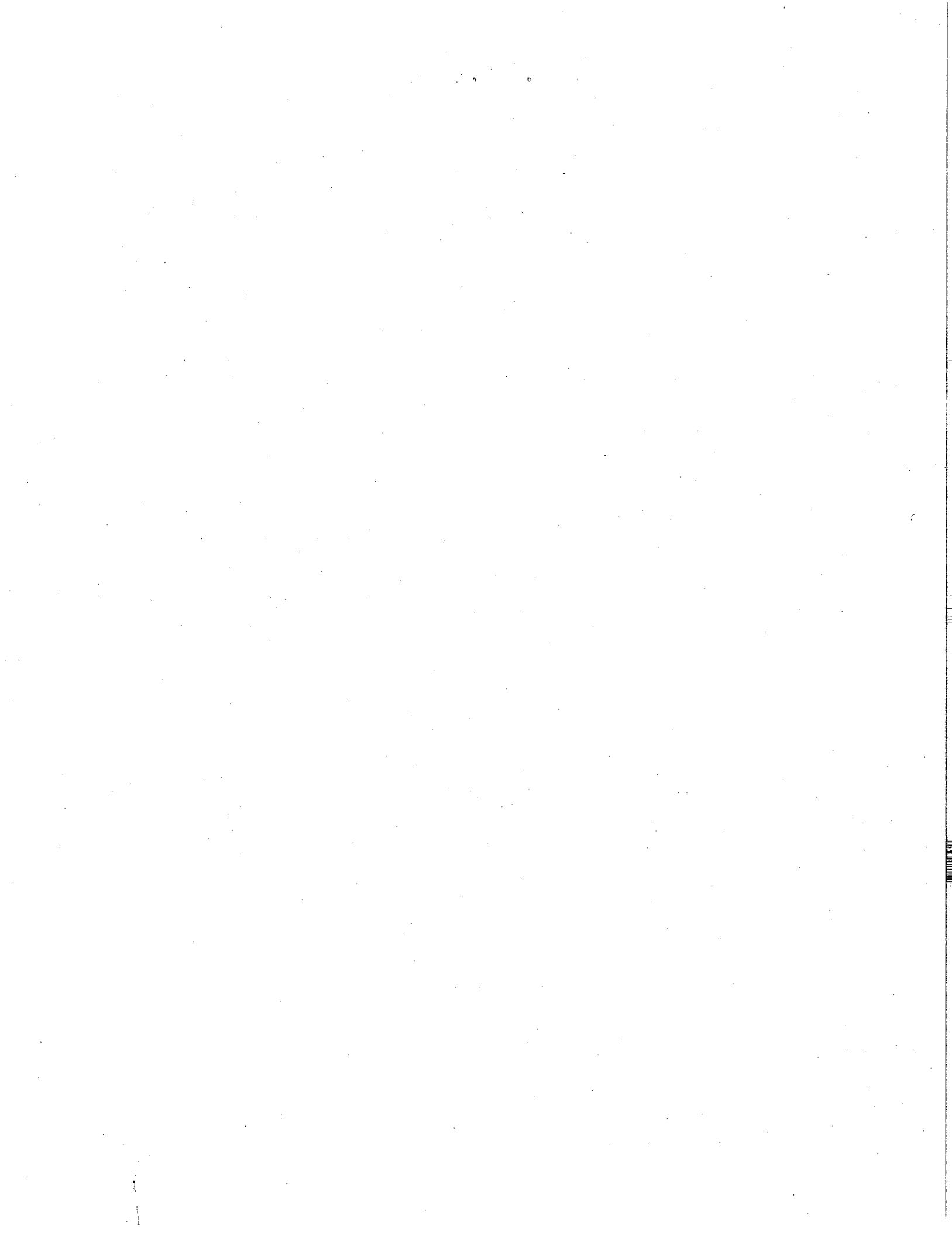
Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

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: Heather Patti Date: 8/16/19

Signature: Heather Patti



NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Heather Patti

Start Date: 8/6/2019

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: \$19/hr

Overtime Rate(s) of Pay: \$28.5/hr

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)

Ngoc Ho

(PRINT NAME of Employer representative)

Ngoc Ho

(SIGNATURE of Employer Representative)

8/6/2019

(Date)

Leather E. Patti

(PRINT NAME of Employee)

Leather E. Patti

(SIGNATURE of Employee)

8/6/2019

(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.



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 Heather Patti Date: 8/01/19
Home Telephone 408-781-0545 Other Telephone ()
Present Address 969 Temple Dr. #4 San Jose CA 95117
Permanent Address, if different from present address: " "
Email Address heather-patti@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Cashier/Server/Bartender Salary desired: \$22

Are you currently registered with any staffing and/or employment agencies? If so, please list

N/A

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: All To: All

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

Referral Name of Referral Craigslist 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:

August 23-25 Aug 9

*hours open for discussion - unable to
confirm at this point in time*



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	DID YOU GRADUATE?
Prospect High	Saratoga CA	COMPLETED 12	yes
West Valley	Saratoga CA	2 yrs. classes -	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: POS @ Tony Roma's
Cash handling, accounting skills, Microsoft Word/Excel
Quickbooks - Arena Solutions



Please see resume.

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 Golden State Builders

Type of Business GC Telephone No. 210810559929 Supervisor's Name John Gilligan
Your Position and Duties Office Manager Admin - AP/AR - Payroll -
Customer Service / Phones Spreadsheets Bank Rocs
Bank Deposit
Dates of Employment: From 2008 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 _____

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 _____



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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: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

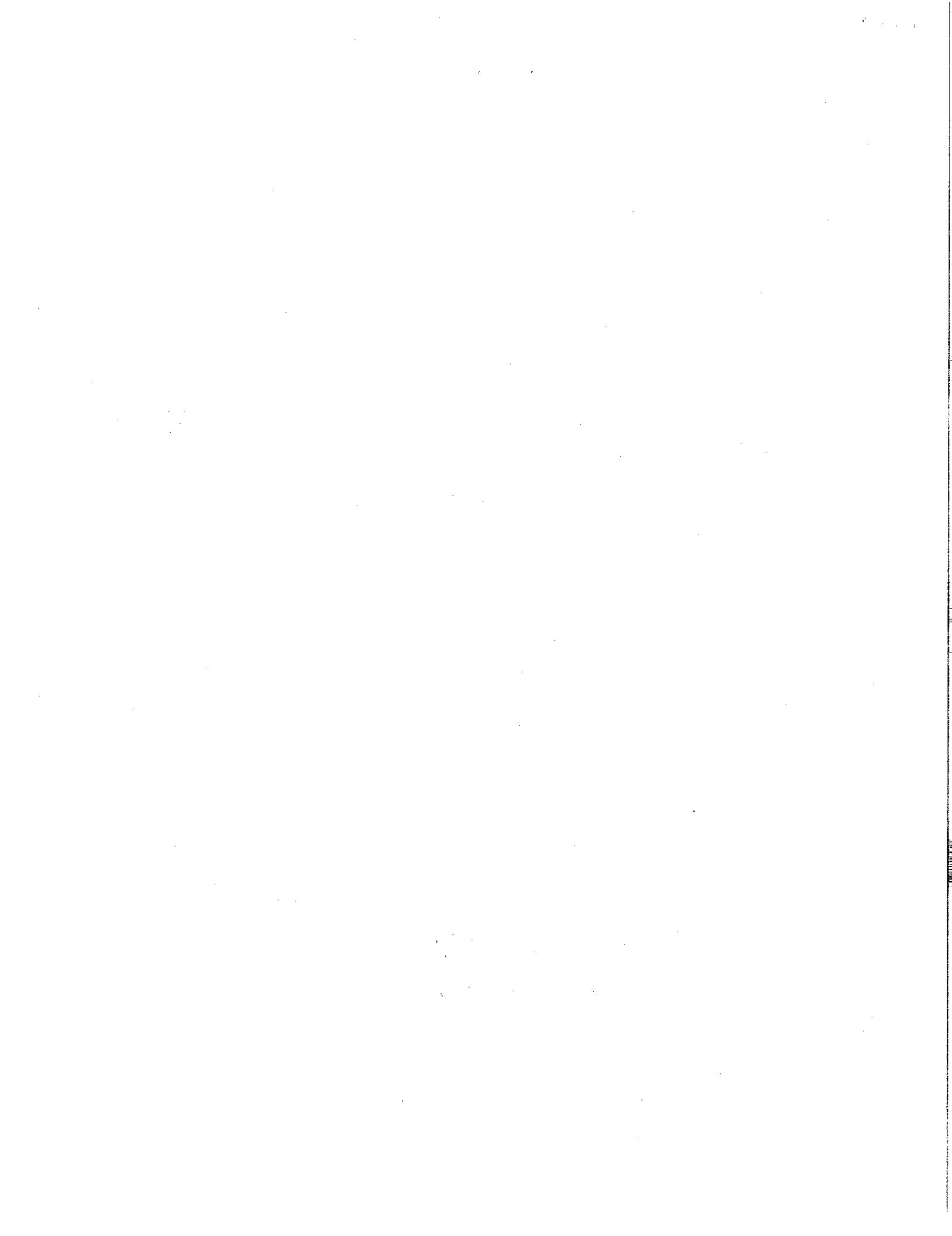
Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

*Please see attached
job related references*



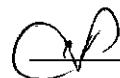
Please Read Carefully, Initial Each Paragraph and Sign Below



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.



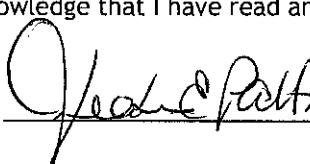
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.



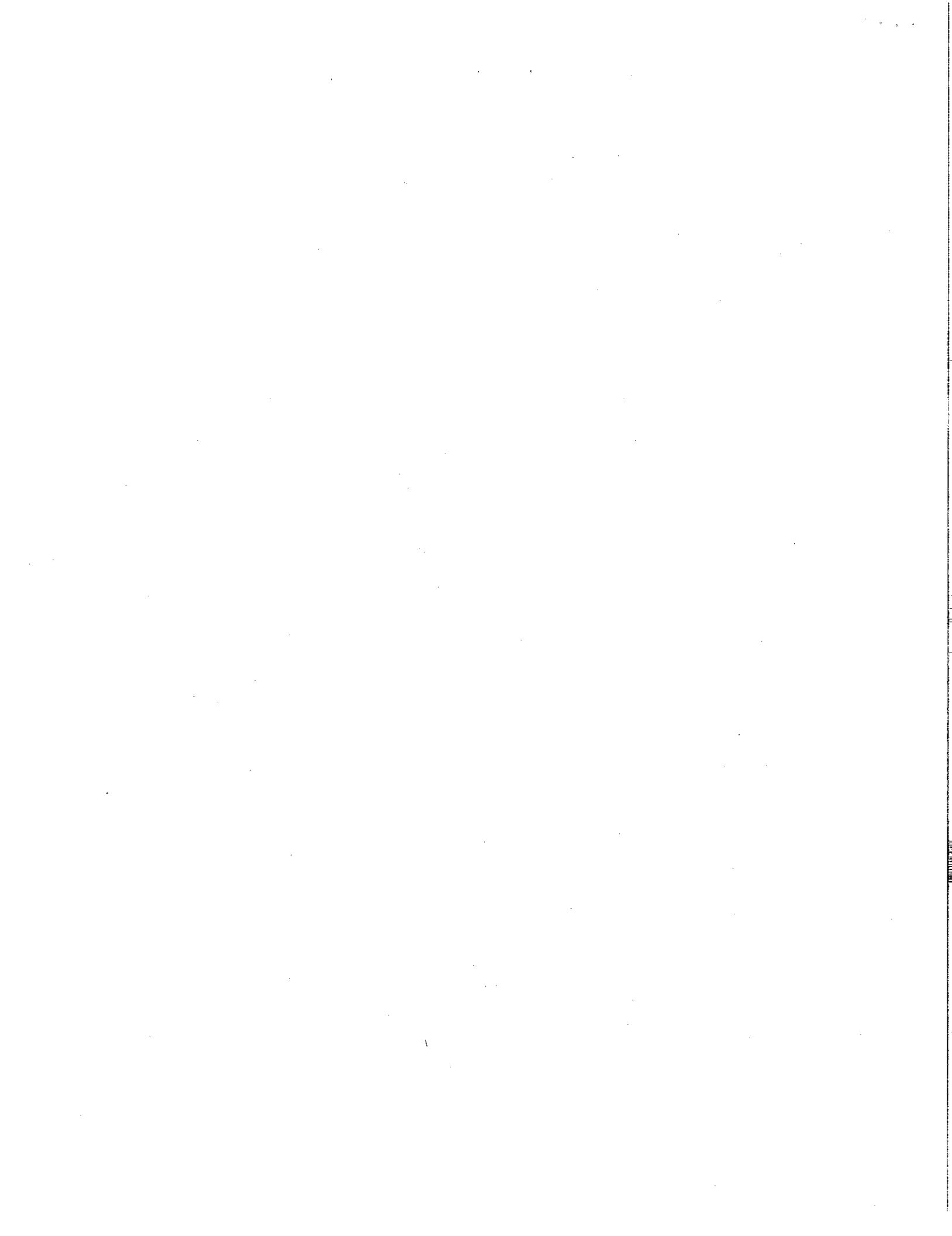
Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that 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 8/16/19



Interview Note Sheet

Name: <u>Heather Patti</u>	Interviewer: <u>Ngoi Ho</u>
Date: <u>8/6/2019</u>	Rate of Pay: <u>\$19/hour</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>CL</u>

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

Full-Time
Part-Time

Total of _____ in Food Service/Hospitality

P.O.S. Experience: Y / N details: _____

Car

Public Transit

Carpool (Rider / Driver)

LA

OC

TiPS

Serv-Safe

LEAD

Other _____

Will Submit

Open

AM only

PM only

Weekdays only

Weekends only

Details: _____

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

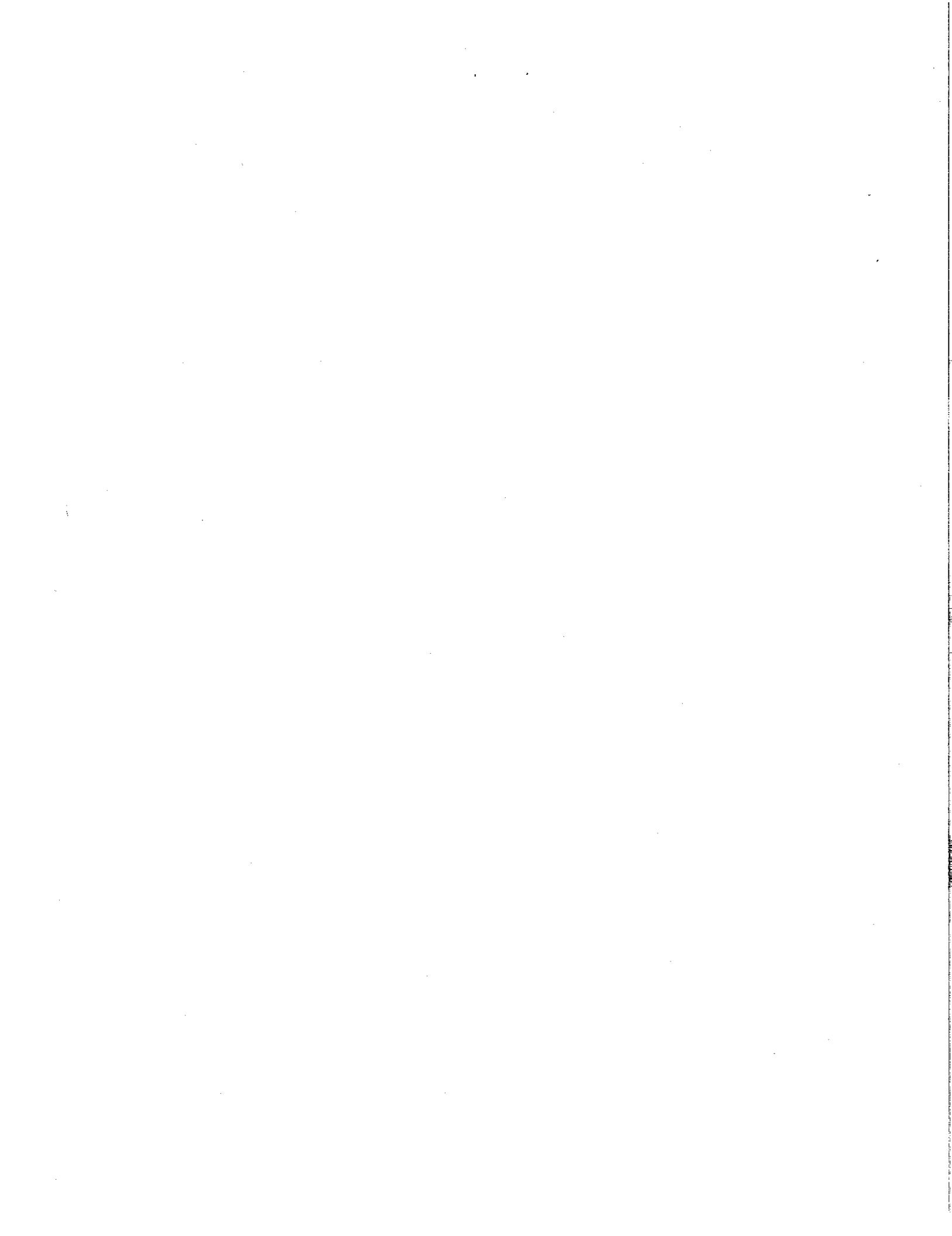
Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:



Heather E Patti
969 Temple Drive #4
San Jose, CA 95117
Phone: (408) 781-0545
Email: heatherpatti@yahoo.com

Summary

In addition to my extensive background in customer service, administrative and accounting, i have over 20 years experience in the restaurant, catering (both Corporate & Private parties) and have had the pleasure of working in such venues as Hayes Mansion, Red Lion Inn, Holder's Country Inn, & Entrees Unlimited. These are just to mention a few over the years.

Job Objective

To obtain a part time position in the administrative / customer service field and going above and beyond to create more success.

Experience

Office Manager/Admin Assistant

Golden State Builders Campbell, CA (formerly San Jose, CA) (General Contractor for Insurance Claims, small & large re-models for private homeowners)

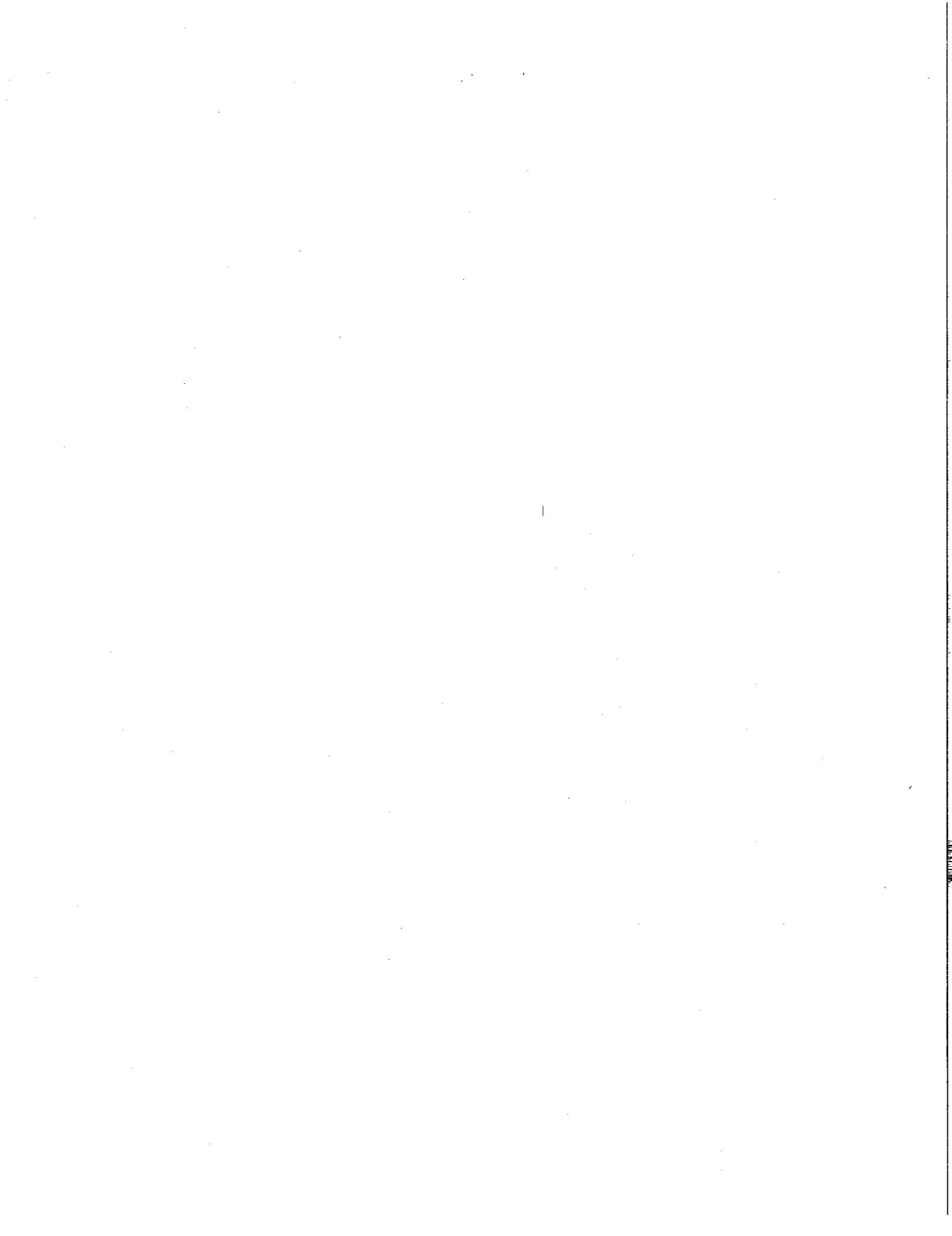
Responsibilities included A/P, A/R, Quickbooks Payroll, Prevailing wage reports, 401K contributions, maintaining clients files to include insurance documents, schedules, contracts, sub-contractor contracts, credit card & bank reconciliations, expense reports, review time cards, safety meetings, schedule appointments, multi-line phones, manage all office equipment upkeep and supplies, travel arrangements and team buiding events

Administrative Assistant

Spatial Photonics - Sunnyvale, CA

A/P – entry and reconciliation of all payables in Quickbooks Premier Prepare all invoices for payment Reconcile Credit Card Statements Maintenance of all confidential documents and A/P files Support CEO and employees with travel arrangements, calendar and expense and reports Arena Solutions – Purchase Orders, submittal, approval Shipping & Receiving Schedule interviews for prospective new hires Proper upkeep of office filing, organizing and faxes

Meeting Management Specialist



Sodexho - Cupertino, CA (Contract for Hewlett Packard)

Performing a variety of duties from multi-line phones, catering billing, providing extensive support to administrative assistants scheduling meetings, room set-ups and audio visual as a contractor for Hewlett Packard. Organizing functions such as on site vendor shows and holiday craft fairs. Provided catering and audio visual assistance for corporate meetings to onsite Administrative Assistants.

Accounting Manager

Computer Xtras Xpress Santa Clara, CA (Cartridge & Printer Services / Repairs & Remanufacturer)

Responsibilities included A/P, A/R, ADP Payroll, check signing and bank deposits, balancing all accounts on credit terms/matching invoices with PO's, weekly reconciliation of monthly budget, customer service.

Training Director

Tony Roma's San Jose, CA

Trained new employees in their job duties and company procedures, supervised crew of 20 employees, made work schedule to ensure smooth workflow within the restaurant, greeted & served clients, acted as manager to resolve any issues, reconciled bank

Administrative & Finance Asst

Valley Mechanical Corporation San Jose, CA (HVAC Company)

Performing a variety of duties including A/P, A/R, invoice entries in quickbooks. Customer Service, Collections, weekly budgets, monthly reconciliation of credit cards and bank statements, payroll and quarterly sales tax.

Education

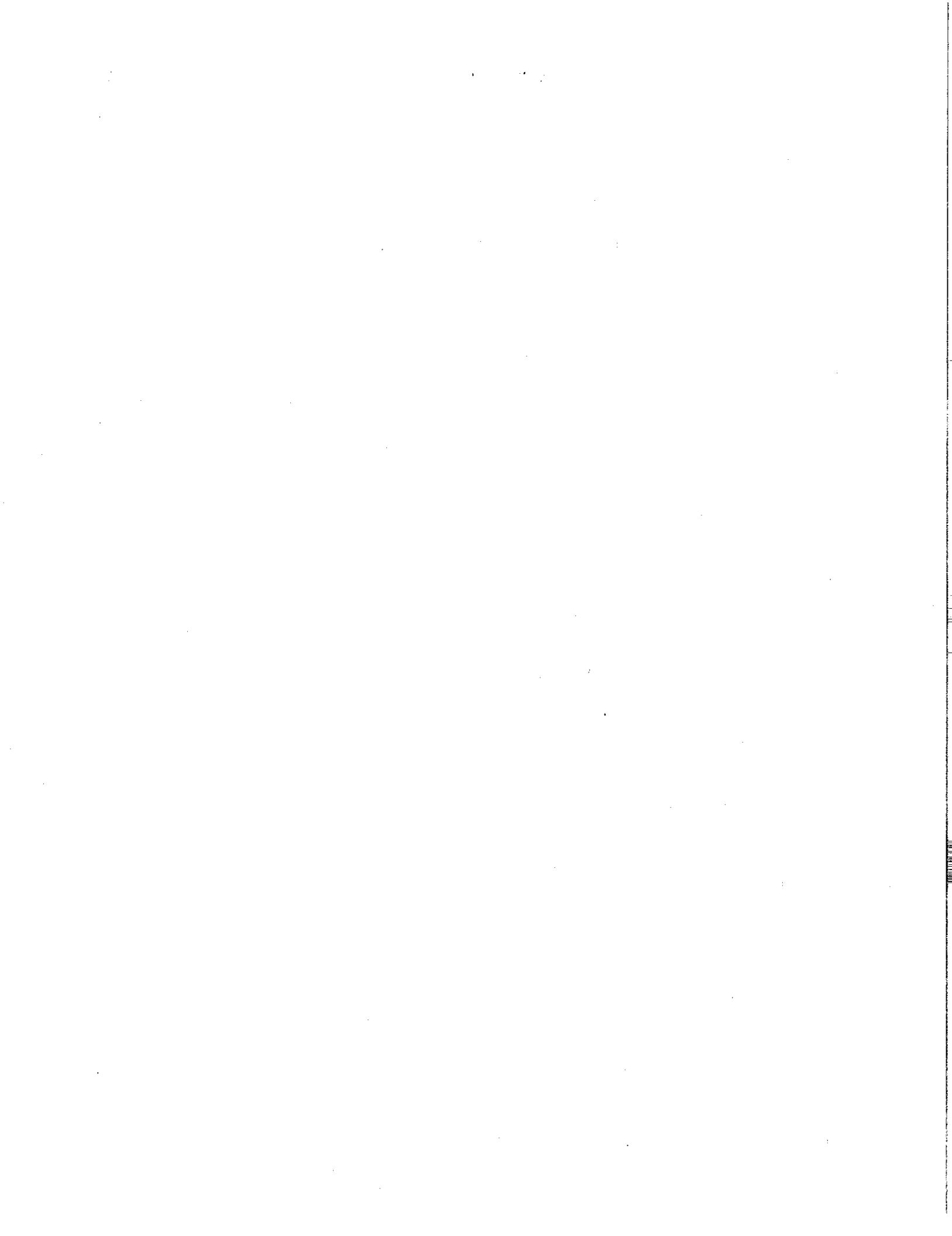
High School Graduate , West Valley Community College

Skills

BILINGUAL ENGLISH / SPANISH ,MICROSOFT WORD AND EXCEL,MULTI-LINE PHONES,QUICKBOOKS,TEN KEY BY TOUCH,TYPE 60 WPM, EXCELLENT COMMUNICATIONS AND CUSTOMER SERVICE SKILLS

Additional Comments

References Available on Request



COMBINED ATTRIBUTES & SKILLS

MICROSOFT WORD AND EXCEL, MULTI-LINE PHONES, QUICKBOOKS, TEN KEY BY TOUCH, TYPE 60 WPM
Administrative & Finance Asst A/P – entry and reconciliation of all payables in Quickbooks Premier
Prepare all invoices for payment Reconcile Credit Card Statements Maintenance of all confidential
documents and A/P files Support CEO and employees with travel arrangements, calendar and expense
and reports Arena Solutions – Purchase Orders, submittal, approval Shipping & Receiving Schedule
interviews for prospective new hires Proper upkeep of office filing, organizing and faxes Administrative
Assistant Performing a variety of duties including A/P, A/R, invoice entries in quickbooks. Customer
Service, Collections, weekly budgets, monthly reconciliation of credit cards and bank statements,
payroll and quarterly sales tax. Training Director Trained new employees in their job duties and
company procedures, supervised crew of 20 employees, made work schedule to ensure smooth
workflow within the restaurant, greeted & served clients, acted as manager to resolve any issues,
reconciled bank Accounting Manager Responsibilities included A/P, A/R, ADP Payroll, check signing and
bank deposits, balancing all accounts on credit terms/matching invoices with PO's, weekly reconciliation
of monthly budget, customer service. Meeting Management Specialist Performing a variety of duties
from multi-line phones, catering billing, providing extensive support to administrative assistants
scheduling meetings, room set-ups and audio visual as a contractor for Hewlett Packard. Organizing
functions such as on site vendor shows and holiday craft fairs. visual needs. Over 15 years experience in
the restaurant, catering & hospitality industries.



References

for

Heather E. Patti

Corey R. Farr

Golden State Builders

583 Division Street

Campbell, CA 95008

(408) 655-9921

John Gilligan

Golden State Builders

583 Division Street

Campbell, CA 95008

(408) 655-9929

Russell Anders

ORA Construction

2081 Evelyns Drive

Hollister, CA

(408) 592-1606

