

ACROBAT OUTSOURCING TSC GROUP

Jorge Gonzalez

Taborca ID: 53000

Date of Hire: 8 / 8 / 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

Interview Note Sheet

Applicant Information	
Name: <u>Jorge Gonzalez</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>8/8/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/concessions</u>	Referred by: <u>CL</u>

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

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- Hired just for Levi's

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

Transportation
<u>Car</u> Public Transit Carpool (Rider / Driver)

Residence Available to Work
LA OC <u>South Bay</u>

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

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

Uniforms/Outfit
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?
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 Jorge Gonzalez Date: 08/08/2019
Home Telephone (831) 512-8378 Other Telephone () _____
Present Address 4294 Sayoko Cir
Permanent Address, if different from present address: _____
Email Address gonzalezja82@gmail.com

EMPLOYMENT DESIRED

Position applying for: any Salary desired: 15.00 hr

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

Are you applying for: Full-time work? Yes ☒ No _____ Part-time work? Yes ☒ No _____
Temporary work, e.g., summer or holiday work? Yes _____ No _____ From: _____ To: _____
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☐ Name of Referral _____ Newspaper ☐ Job Fair ☐ Agency ☐
Company Website ☐ Other Web Posting ☒ Other Source ☐
Could you work overtime, if necessary? Yes ☒ No _____ If hired, on what date could you start working?
08/09/19

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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	7 am	7 am	7 am	7 am	7 am	7 am	7 am
PM	12 am	12 am	12 am	12 am	12 am	12 am	12 am

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?
San Jose High School	San Jose CA	12th	YES
San Jose City College	San Jose CA	Computer graphics Computer Science	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."		<input checked="" type="checkbox"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="checkbox"/> 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: Food handlers card			

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 Walmart San Jose, CA

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

Your Position and Duties cap 1 stocker

Dates of Employment: From 06/21/19 To

Reason for Leaving: still working

Name and Address of Employer Big sky cafe San Luis Obispo

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

Your Position and Duties Dishwasher / prep cook washed tsc
dishes, pots and pans, prep tsc food

Dates of Employment: From 9/30/18 To 11/10/18

Reason for Leaving: Medical

Name and Address of Employer McIntoch's Dining and saloon San Luis Obispo, CA

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

Your Position and Duties Dishwasher / line cook washed tsc dishes
pots, and pans helped cook when they would get backed up

Dates of Employment: From 9/30/18 To 11/10/18

Reason for Leaving: Medical

Name and Address of Employer Walmart Paso Robles, CA

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

Your Position and Duties cap 2 in loader and stacker

Dates of Employment: From 10/04/18 To 11/10/18

Reason for Leaving: Med'cal

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? 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: Juan Duran Telephone No. (851) 210-8706

Address Salinas

Occupation: U.S.P.S Relationship: co worker Number of Years Acquainted: 10+

Name: Emile Dauphine Telephone No. (877) 276-8916

Address Salinas

Occupation: Target Relationship: co worker Number of Years Acquainted: 10+

Name: Josefa Vasquez Telephone No. (831) 585-6391

Address Salinas

Occupation: Natividad Relationship: colaborate Number of Years Acquainted: 10+

Please Read Carefully, Initial Each Paragraph and Sign Below

JG 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.

JG 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.

JG 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.

JG 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.

JG 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

06/06/2019

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Jorge Gonzalez

Start Date: 8/8/2019

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)

[Signature]
(SIGNATURE of Employer Representative)

8/8/2019
(Date)

Jorg Gonzalez
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

08/09/2019
(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.



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: Jorge Gonzalez Date: 06/06/2019

Signature: 

Jorge Gonzalez
509 32nd Street
Apt B
Paso Robles, CA 93446
Phone: (805) 712-5600
Email: gonzalezja82@gmail.com

Objective

Always willing to learn new things and help out people

Employment History

Dishwasher / Line cook

10/2018 - 11/2018 F.McLintock saloon & Dining 686 Higuera st, San Luis Obispo, CA

Wash dishes, glassware, flatware, pots, or pans using dishwasher or by hand. Maintain kitchen work areas, equipment and utensils clean and orderly condition.

Helped set up the kitchen stations to be ready. Helped on precooking some of the meals and also stepped in to help other cooks finish the meal when they would get behind on orders

Dishwasher / Prep Cook

10/2018 - 11/2018 Big Sky Cafe 1121 Broad St, San Luis Obispo, CA

Wash dishes, glassware, flatware, pots, or pans using dishwasher or by hand. Maintain kitchen work areas, equipment and utensils clean and orderly condition.

Helped set up the kitchen stations to be ready. Prepared cooking ingredients by washing and chopping vegetables and cutting meat. Labeled and stocked all ingredients on shelves so that can easily organized and easy accessible.
Prepare simple dishes such as salads and entrées

cat2

10/2018 - 11/2018 Walmart 180 Niblick Rd, Paso Robles, CA

Loading and unloading shipments, organizing backroom spaces, constructing displays, and stocking shelves.

Dishwasher

09/2018 - 09/2018 islands fine burgers & Drinks 300 Del Monte Center, Monterey, CA

Wash dishes, glassware, flatware, pots, or pans using dishwasher or by hand. Maintain kitchen work areas, equipment and utensils clean and orderly condition.

Helped set up the kitchen stations to be ready. Prepared cooking ingredients by washing and chopping vegetables and cutting meat. Labeled and stocked all ingredients on shelves so that can easily organized and easy accessible.
Prepare simple dishes such as salads and entrées

Grill cook crew

03/2018 - 09/2018 McDonalds 1365 N Main St, Salinas, CA

Preparing and assembling sandwiches, salads, and breakfast entrées. Prepping food products and ensuring kitchen area is well stocked, clean, and sanitary.

Grill Cook

05/2018 - 09/2018

Carls jr

1061 N Davis Rd, salinas, CA

Stocking the freezer with meat patties, making the sandwiches cooking the meat patties and the chicken patties

Cashier and Salesperson

10/2017 - 03/2018

Macy's

200 Northridge center, Salinas, CA

Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Directing customers to merchandise within the store. Increasing in store sales. Superior product knowledge. Maintaining an orderly appearance throughout the sales floor. Introducing promotions and opportunities to customers. Cross-selling products to increase purchase amounts.

Grill Cook Crew

10/2017 - 12/2017

McDonalds

155 Kern St, Salinas, CA

Preparing and assembling sandwiches, salads, and breakfast entrées. Prepping food products and ensuring kitchen area is well stocked, clean, and sanitary.

over nights foods

10/2014 - 12/2014

Walmart

1375 North Davis Road, Salinas, CA

Stocked and replenished merchandise according to store merchandising layouts. Priced merchandise, stocker shelves and took inventory of supplies. Handled customer relations in a gracious manner and in accordance to company policies. Fostered positive work by treating all customers and employees with respect and consideration. Restocked Shelves and maintain supply for the demand of customers. Looked to ensure cleanliness of the store to make sure customers have an enjoyable and safe experience. Kept with protocols put in place for environmental concerns. Stocked shelves in a timely matter, became knowledgeable of my department quickly. Kept my area clean and organized so the customer can quickly locate each item. Was the leader in my department, making sure everything was done accurately and on time.

Cashier and Salesperson

05/2014 - 12/2014

Target

1825 41st Ave, Capitola, CA

Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Directing customers to merchandise within the store. Increasing in store sales. Superior product knowledge. Maintaining an orderly appearance throughout the sales floor. Introducing promotions and opportunities to customers. Cross-selling products to increase purchase amounts.

Sales Associate

11/2013 - 04/2014

Macy's

4300 Meadows lane, Las Vegas, NV

Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Directing customers to merchandise within the store. Increasing in store sales. Superior product knowledge. Maintaining an orderly appearance throughout the sales floor. Introducing promotions and opportunities to customers. Cross-selling products to increase purchase amounts.

Overnight Associate

11/2013 - 12/2013

Banana Republic Factory Store

7400 South Las Vegas Blvd, Las Vegas, NV

Stocked and replenished merchandise according to store merchandising layouts. Priced merchandise, stocker shelves and took inventory of supplies. Handled customer relations in a gracious manner and in accordance to company policies. Fostered positive work by treating all customers and employees with respect and consideration. Restocked Shelves and maintain supply for the demand of customers. Looked to ensure cleanliness of the store to make sure customers have an enjoyable and safe experience. Kept with protocols put in place for environmental concerns. Stocked shelves in a timely matter, became knowledgeable of my department quickly. Kept my area clean and organized so the customer can quickly locate each item. Was the leader in my department, making sure everything was done accurately and on time.

Sales Associate

11/2013 - 12/2013

Lids

3480 South Maryland Parkway Suite 106, Las Vegas, NV

Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Directing customers to merchandise within the store. Increasing in store sales. Superior product knowledge. Maintaining an orderly appearance throughout the sales floor. Introducing promotions and opportunities to customers. Cross-selling products to increase purchase amounts.

Cashier and Salesperson

06/2013 - 08/2013

Target

4100 West Blue Diamond Road, Las Vegas, NV

Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Directing customers to merchandise within the store. Increasing in store sales. Superior product knowledge. Maintaining an orderly appearance throughout the sales floor. Introducing promotions and opportunities to customers. Cross-selling products to increase purchase amounts.

Courtesy Clerk

09/2012 - 02/2013

Walmart

150 Beach Road, Marina, CA

Ensure customers have a great first and last impression. Gather carts from the parking lot . Operate equipment to move carts from the parking lot to inside the store. Clean parking lot as needed. Have a positive attitude in all weather conditions

Maintenance Associate

11/2010 - 05/2011

Walmart

1375 North Davis Road, Salinas, CA

Sweeps, dusts, mops, scrubs, washes, vacuums, waxes, and polishes building floors, walls, windows, furniture, equipment, and hardware. Cleans and sanitizes laboratories, washrooms, and bedrooms, keeps washrooms supplied with paper, towels, and soap. Collects and disposes of trash and garbage. Performs sanitary inspections in designated areas for purposes of infection control.

Courtesy Clerk

09/2007 - 06/2008

Safeway

840 E Dunne Ave, Morgan Hill, CA

Bag and carry out customers merchandise. Assist customers in locating the products in a store setting. Pack and bag groceries at customer requests. manage parking lots and shopping carts. Move and haul shopping carts within the store area at customer requests. Carry customers up to their cars. Wash, clean and sanitize store and work areas. Ensure compliance of store guidelines and principles.

Ride Operator

03/2007 - 08/2007

Gilroy Gardens Family Theme

3050 Hecker Pass Rd, Gilroy, CA

Ensured appropriate number of people can get on rides. Directed patrons on how to enter and exit ride. Made sure patrons are securely seated. If necessary, take the proper steps to remove disorderly people from rides. Responsible for keeping work stations and surrounding areas clean and maintained. Gave directions to patrons, usually over microphone, regarding safety and operation of ride. Enforced all safety regulations and stay current with safety rules and procedures. Provided excellent services and ensured customer satisfaction.

Education and Training

Completion Date	Issuing Institution	Location	Degree Received	Course of Study
01/2009	San Jose State University	SAN JOSE, CA	2 Years at College or a Technical or Vocational School	nursing
01/2007	Heald college	SAN JOSE, CA	Associate's Degree	nursing
06/2004	San Jose City College	SAN JOSE, CA	Associate's Degree	computer graphics
05/2003	San Jose City College	SAN JOSE, CA	Associate's Degree	computer science

Occupational Licenses & Certificates

Certification Title	Issuing Organization	Completion Date	Expiration Date
food handlers card/certificate	servsafe	04/2018	04/2021

