

# ACROBAT OUTSOURCING

## TSC GROUP

Trevor Pickens

Taborca ID: 53020

Date of Hire: 8/9/2019

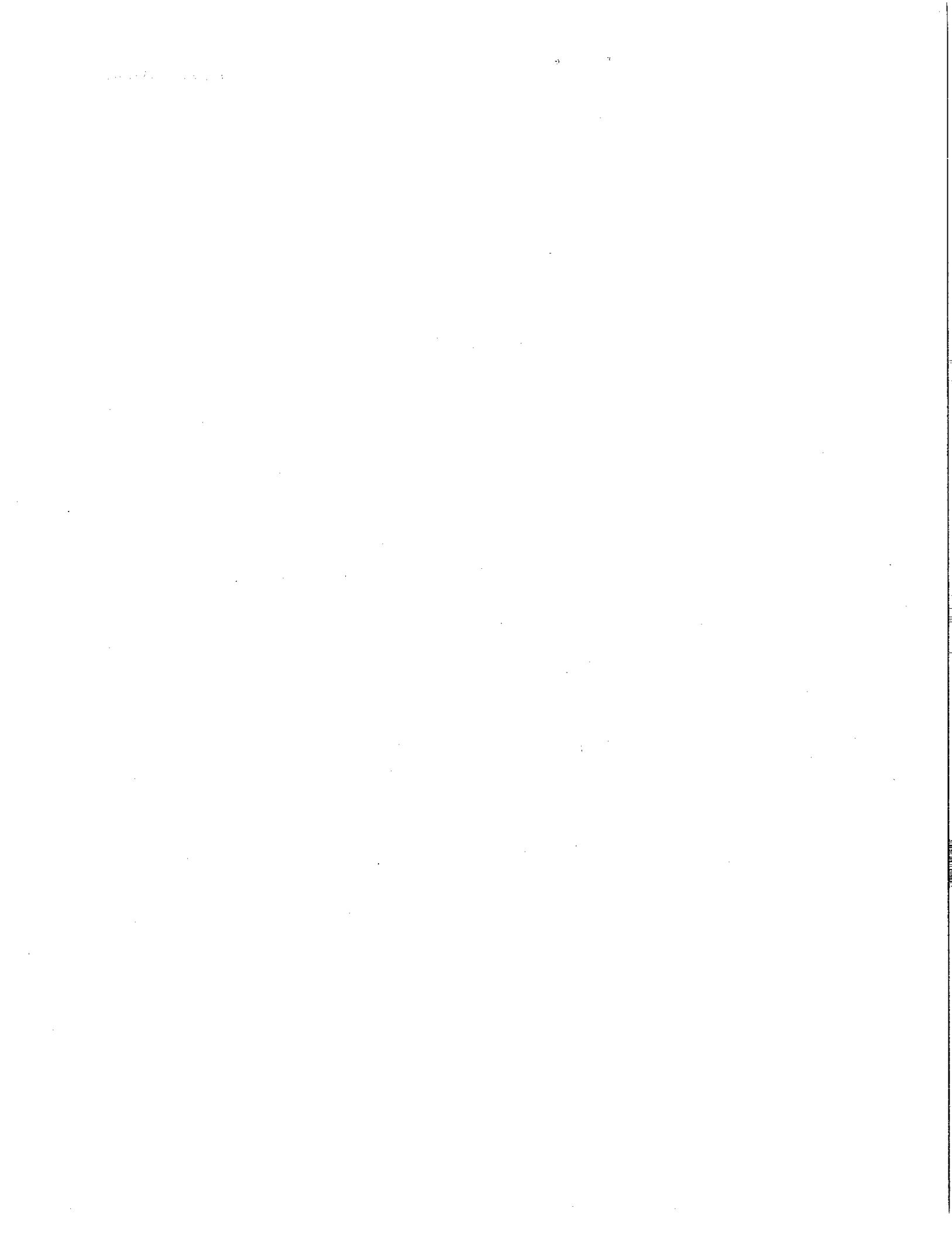
Date of Re-Act:   /  /  

- 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

Name: Trevor Pickens	Interviewer: Ngoc Ho
Date: 8/9/2019	Rate of Pay: \$19/hr
Position (s) Applied for: Cashier/Kcessions	Referred by: CL

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

Full-Time  
Part-Time

Total of \_\_\_\_\_ in Food Service/Hospitality

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

Car      Public Transit      Carpool ( Rider / Driver )

IA 00

TiPS       Serv-Safe       LEAD       Other       Will Submit

### Details:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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Chef Coat      Chef Pants      Knives

#### Convention Candidate?

#### Other Languages Spoken





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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 Trevor Pickens Date: 08/09/19  
Home Telephone (650) 380 0681 Other Telephone ( )  
Present Address 371 N 5th St San Jose, CA 95112  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address trevor.pickens@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Concession Cashier Salary desired: \$120/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: Aug To: Dec

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

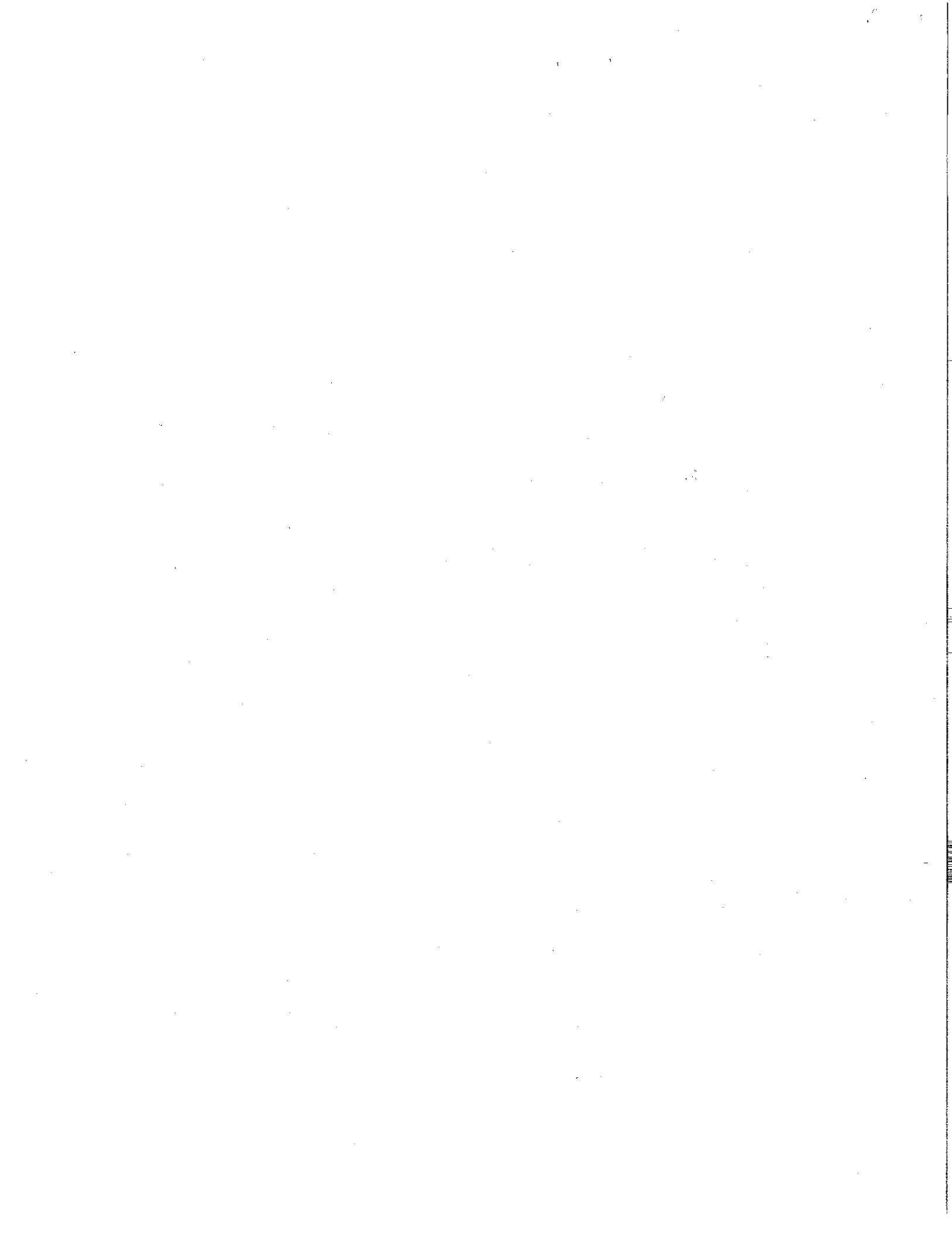
Company Website  Other Web Posting  Other Source

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	✓	X	X	✓	✓	✓	✓
PM	✓		X	X	X	X	✓

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.

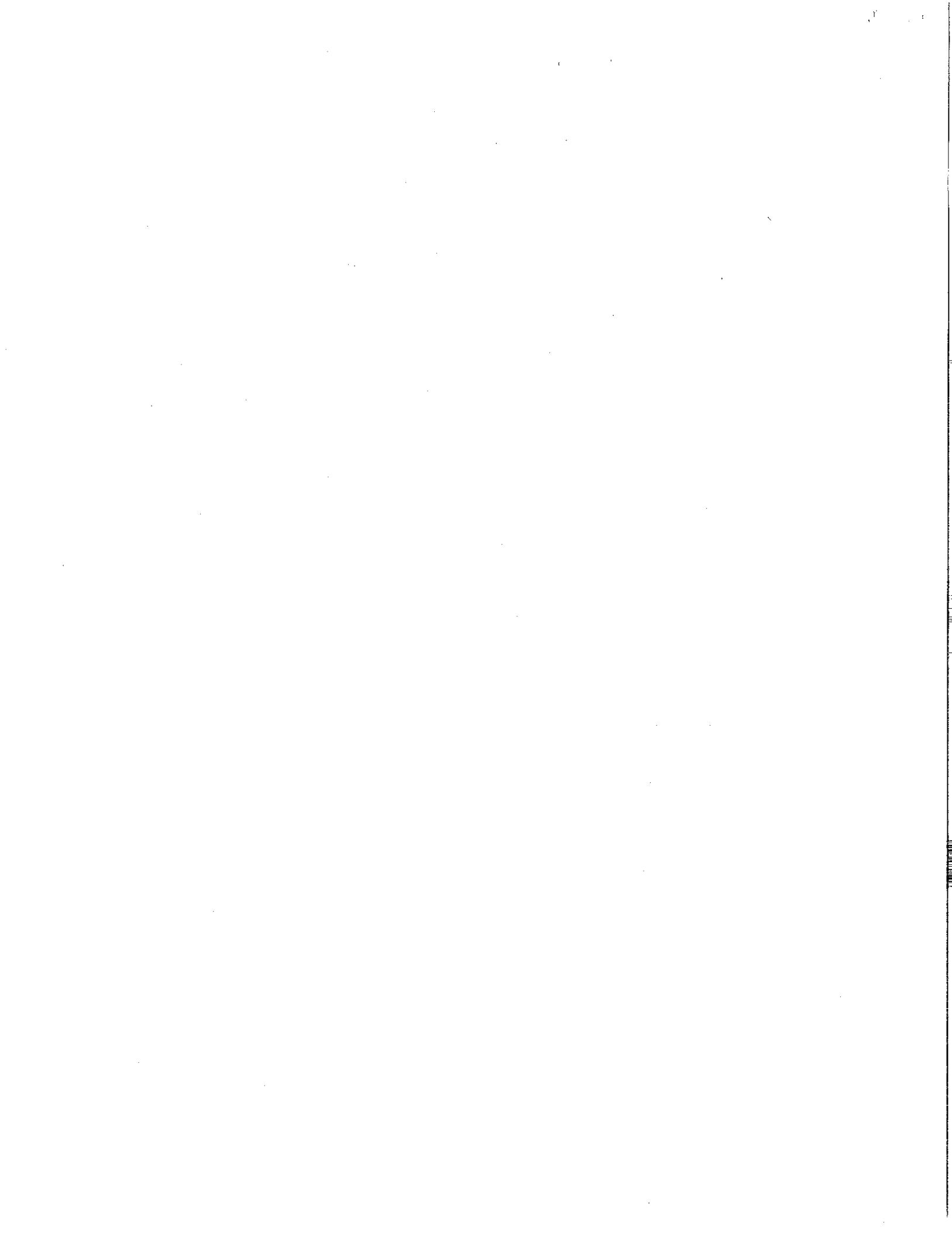
Are you able to perform the essential functions of the job for which you are applying? Yes  No

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?
Thomas Edison Univ.	Trenton NJ		Dec '19
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:			



Page 3 of 5  
The Service Companies

**EMPLOYMENT HISTORY**

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes        No        If so, may we contact your current employer? Yes        No       

Name and Address of Employer Ravenswood Middle School 2120 Euclid Ave.  
East Palo Alto, CA 94303

Type of Business School Telephone No. (650) 329 2800 Supervisor's Name Amorada Kemp  
Your Position and Duties Design and Tech Teacher

Dates of Employment: From 08/16 To current

Reason for Leaving: Current

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 \_\_\_\_\_

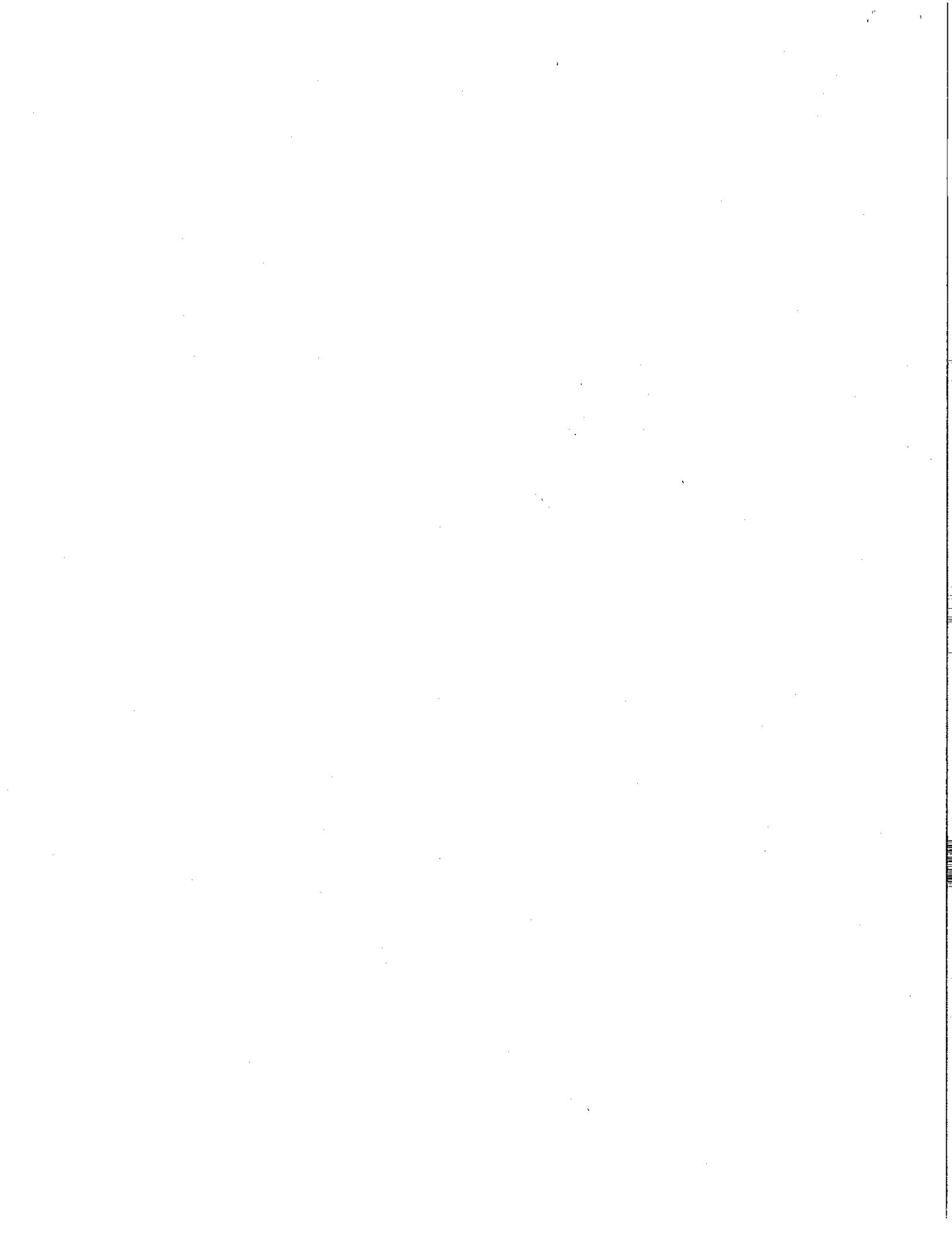
Your Position and Duties \_\_\_\_\_

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: James Wood Telephone No. (610) 328-6197  
Address \_\_\_\_\_

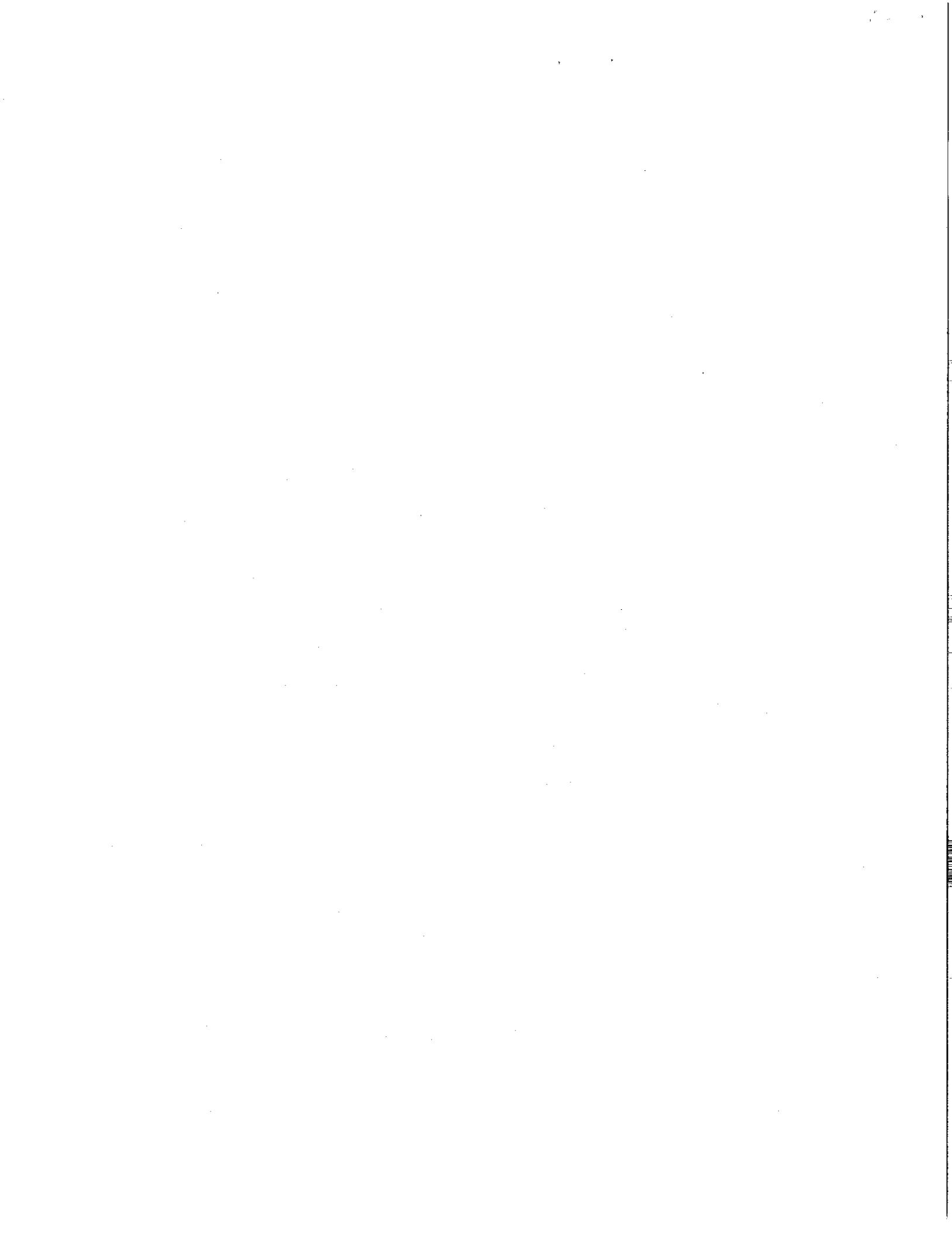
Occupation: Stock trader Relationship: acquaintance Number of Years Acquainted: 11

Name: Karla Cherton Telephone No. (516) 495 4621  
Address \_\_\_\_\_

Occupation: investment banker Relationship: acquaintance Number of Years Acquainted: 10

Name: Mitch Edwards Telephone No. (405) 399 4809  
Address \_\_\_\_\_

Occupation: Community organizer Relationship: acquaintance Number of Years Acquainted: 10



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

TP 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.

TP 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.

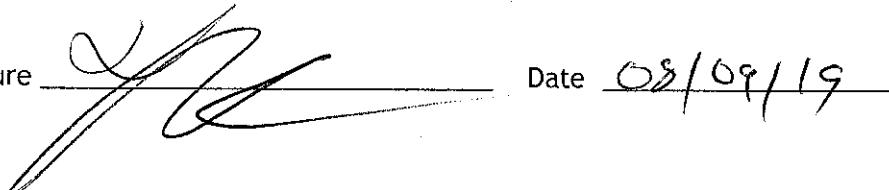
TP I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

TP 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.

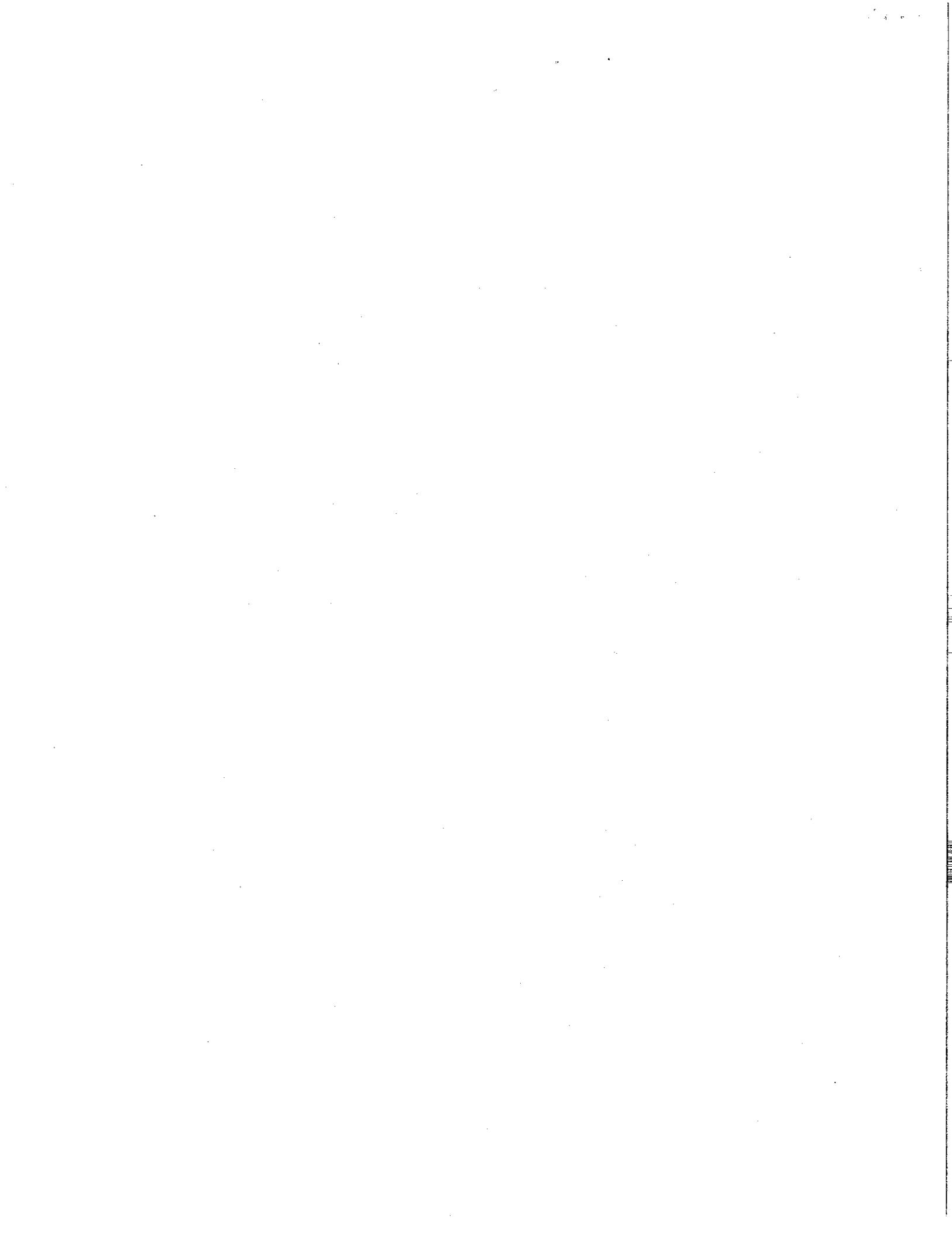
TP Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree 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 03/09/19



## 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

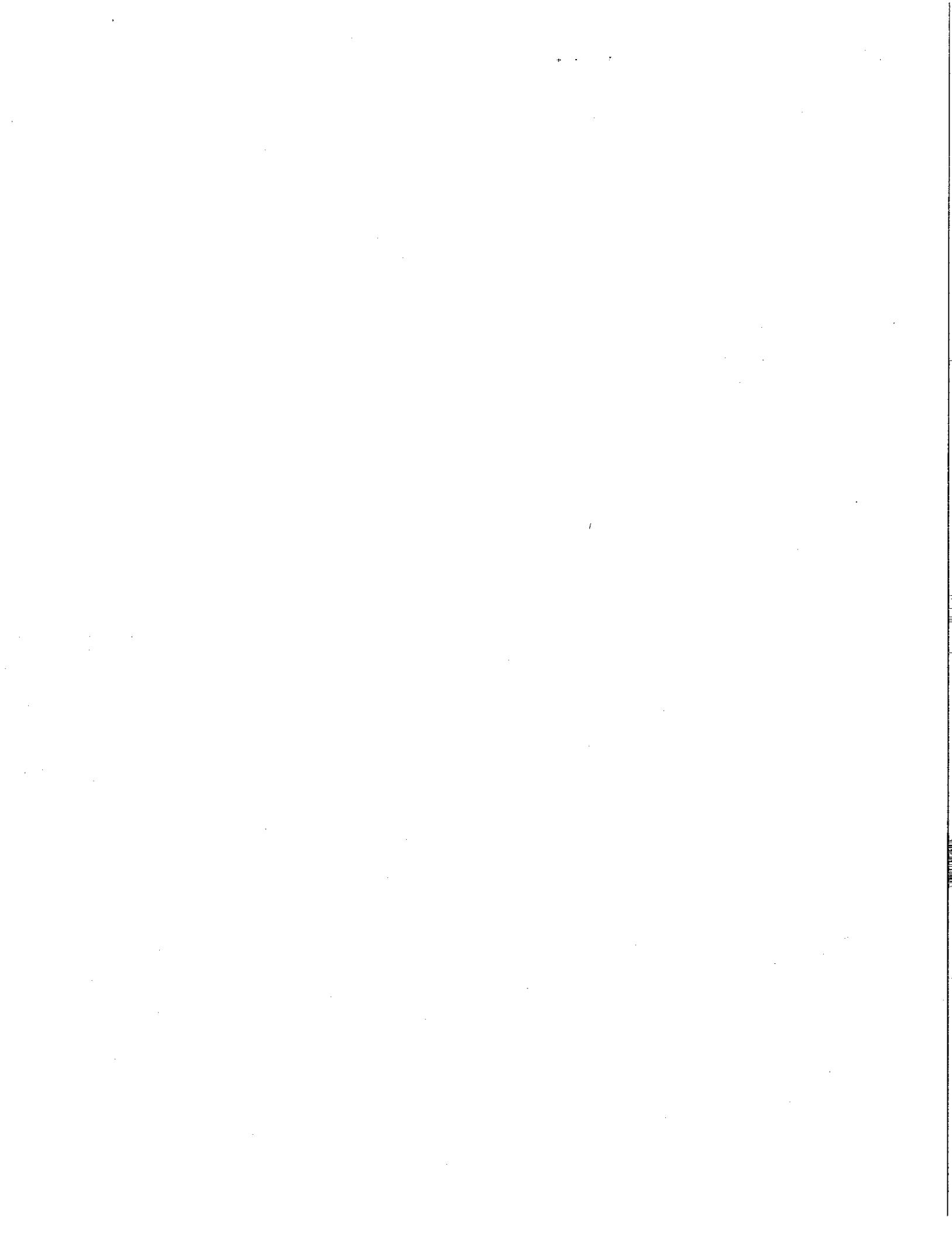
Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

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: Trevor Pickens Date: 08/09/19

Signature: 



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

Employee Name: Trevor Pickens  
Start Date: 8/9/2019

**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)

Ngoe Ho

(PRINT NAME of Employer representative)

Integro

(SIGNATURE of Employer Representative)

8/09/2019

(Date)

Trevor Pickens

(PRINT NAME of Employee)

Trevor

(SIGNATURE of Employee)

8/09/2019

(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.

# Trevor Pickens

[trevor.pickens@gmail.com](mailto:trevor.pickens@gmail.com)  
(650) 380-0681

## Statement

Nothing is more fulfilling to me than being with an organization with a solid mission, vision, and purpose. I am a people person who enjoys making a connection with people every day.

## Education

**Thomas Edison State University**  
Bachelors of Arts, Liberal Studies      Graduate: 2019

## Experience

Ravenswood Middle School | Campus Supervisor/Class Leader (04/2018 - current)

My responsibilities are to monitor recess, teach electives classes, communicate with parents, and tutor students.

Belle Haven Elementary School | Yard Duty (11/2016 – 02/2018)

As a yard duty, I would supervise recess, assess situations with students, and communicate with teachers and other school staff.

Boys and Girls Club of the Peninsula @ Belle Haven | K-5 Mentor (11/2015 – 4/2017)

At the Boys and Girls Club, I managed multiple classes in an after-school enrichment program. I guided and instructed about 20 1<sup>st</sup>-5<sup>th</sup> grade students in classes that focused on reading comprehension, creative design, and game play. I worked with teachers, school administrators, other mentors, parents, and students to design and implement lesson plans when necessary, track individual progress, and most importantly, foster meaningful relationships between students and mentors. I also provided transportation from school to the student's home after program ends.

California State University East Bay | Research Assistant (8/2014 – 10/2015)

My roles were to collect, transcribe, code, and analyze qualitative data for an Environmental Science service learning class to assess the level of student engagement. I report to the principal investigator my findings. The research is part of a larger effort to determine the feasibility of service learning classes on CSU East Bay campus.

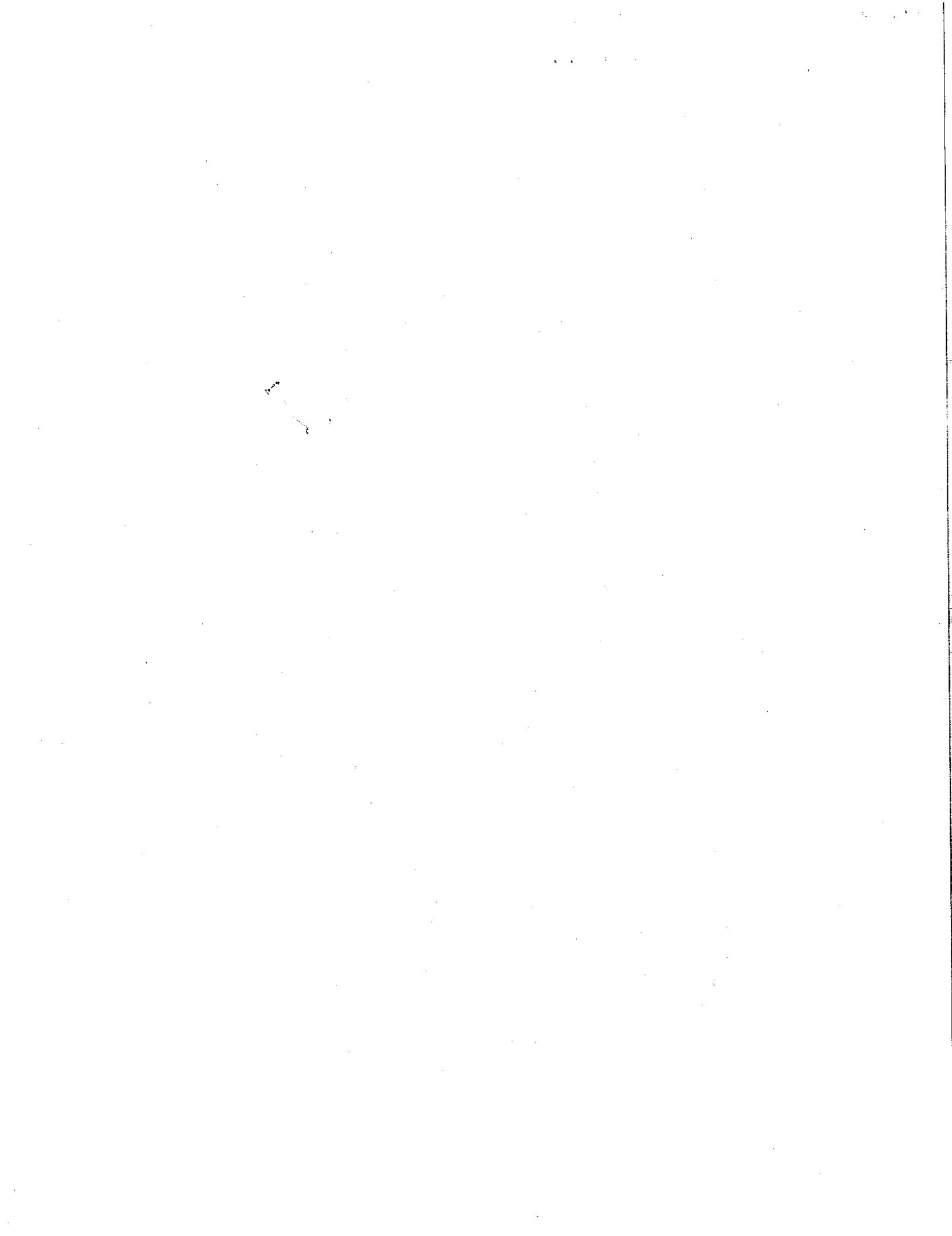
United Parcel Service | Seasonal Driver's Helper (12/2014 – 1/2015)

Delivered packages to customer's home or business; sorted packages; assists driver with order pickups and air freight transfers; operated inventory control device

Chipotle Mexican Grill | San Jose, CA    **Food Prep**, (6/2012– 3/2013)

## Research & Volunteer experience

Speech and Language Lab – Aphasia clinic – CSU East Bay (02/2015 – 04/2015)



My role for this position is to be a communication partner to people who are affected by aphasia. By helping in normal day to day speech, the clients receive support within a larger context of speech therapy.

Belize Raptor Research Institute (Belize)

Observation and data collection/recording of two neotropical raptor species 07/01/114 – 08/26/14

Hilltop Rescue and Relief

Hurricane Katrina Disaster Relief Worker 02/2006 – 05/2006

