

# ACROBAT OUTSOURCING TSC GROUP

Hart Vachon

Taborca ID: 53128

Date of Hire: 8 / 10 / 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: <u>Hart Vachon</u>		Interviewer: <u>Ngoc Ho</u>
Date: <u>8/20/2019</u>		Rate of Pay: <u>\$17/hr</u>
Position (s) Applied for: <u>Server</u>		Referred by: <u>CL</u>

Test Scores					
Server	27/35	80%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
<u>Full-Time</u>
Part-Time

Education, Experience & Summary of Strengths:

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

- going back to school at night -online
- not currently working
- prefer mornings

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

Transportation: Car Public Transit Carpool ( Rider / Driver )

Where Available: LA OC within Santa Clara

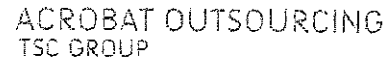
Certifications: TIPS Serv-Safe LEAD Other \_\_\_\_\_ Will Submit

Availability: Open AM only PM only Weekdays only Weekends only

Details: \_\_\_\_\_

Uniform: 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: \_\_\_\_\_



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.

Full Name Hart Vachon Date: 8/20/19  
Home Telephone (488) 215-8069 Other Telephone ( ) \_\_\_\_\_  
Present Address 2960 Homestead Rd. Apt 29 Santa Clara CA 95051  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Hart0123@gmail.com

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?  
8/21

*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	Open	open	open	open	open	open
AM							
PM							
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: None							

## PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes\_\_\_ No X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No     

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
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: any <del>pos</del> Alhambra, serversafe foodhandler 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 Yahoo!

Type of Business Cafe prep Telephone No. (408) 663-3505 Supervisor's Name Tsabel

Your Position and Duties I was a prep and salad cook

Dates of Employment: From May 2014 To June 2014

Reason for Leaving: health issues

Name and Address of Employer Mendo

Type of Business restaurant Telephone No. (323) 209-4423 Supervisor's Name Janie

Your Position and Duties

Dates of Employment: From April 2014 To May 2014

Reason for Leaving: not enough business

Name and Address of Employer P.F. Chang's

Type of Business restaurant Telephone No. (408) 991-9078 Supervisor's Name Tina

Your Position and Duties take orders, take care of my table,

Dates of Employment: From Jun 2014 To May 2014

Reason for Leaving: left to work full time at Yahoo

Name and Address of Employer Black Bear Dinner

Type of Business restaurant Telephone No. (408) 779-1100 Supervisor's Name James Yost

Your Position and Duties Host, I would set the table seat the guest and get drinks started, and would run out the food

Dates of Employment: From Sept 2017 To March 2019

Reason for Leaving: new management didn't want to promote me

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 X

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 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.

8/20/19

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

**EMPLOYEE**

Employee Name: Hart Vachon  
Start Date: 8/20/2019

**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: \$17/hr Overtime Rate(s) of Pay: \$25.5

Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission  
☐ Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):  
\_\_\_\_\_

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY





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:

Hart Vachon

Date:

8/20/19

Signature:

A handwritten signature in black ink, appearing to read "Hart Vachon", written over a horizontal line.

## Hart Vachon

hart0123@gmail.com • (408) 215-8089

### Experience

#### Server

PF Changs

January, 2019 — April 2019

I provide a high quality guest experience and a fun and lively experience. It is my job to take care of my guests needs and make sure that their table is set up before they arrive and is cleaned after they leave as well as attending to any needs they might have while joining me

#### Host/Server

Black Bear Dinner

November, 2017 —

### Education

#### The Kings Academy

High School Diploma

### Certificates and Licenses

Food handler card

ServSafe Food Handler

Name Hart Vachon

**Servers Test**

Score 28 / 35

**Multiple Choice**

- C 1) Food is served on what side with what hand?
- a) On the left side with the left hand
  - b) On the left side with the right hand
  - ☒ c) On the right side with the left hand
  - d) On the right side with the right hand
- B 2) Drinks are served on what side with what hand?
- a) On the left side with the left hand
  - ☒ b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- B 3) Food and drinks are removed on what side with what hand?
- a) On the left side with the left hand
  - ☒ b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
- ☒ a) The stem
  - b) The widest part of the glass
  - c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
- a) Neatly and evenly across the tables
  - b) The creases should all be going in the same directions
  - c) The chairs should be centered and gently touching the table cloth
  - ☒ d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
  - c) Try to convince the guests to eat what you brought them
  - ☒ d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

80%

**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | F. Used to open bottles of wine   |
| <u>C</u> Tray Jack       | G. Style of dining in which the courses come out one at a time  |

Multiple Choice (1 point each)

- C 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - ☒ c. 32
  - d. 128
- A 2) Mesclun are what type of vegetable?
- ☒ a. Roots
  - b. Beans
  - ☒ c. Salad Greens
  - d. Spices
- A 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
- B 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
- A 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
- C 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
  - b. Salt
  - c. Brown Sugar
  - d. White Sugar
- A 7) What is Al Dente?
- a. Firm but not hard
  - b. Soft to the touch
  - c. Very hard
  - d. Very soft
- A 8) Food should be left out no more than
- ☒ a. 2 hours
  - b. 3 hours
  - ☒ c. 4 hours
  - d. 5 hours

70%

## Prep Cooks Test

C

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

A

10) Which of the following can you use to put out a grease fire?

- ☒ a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B

11) What is the temperature range of the danger zone?

- a. 25-135
- ☒ b. 40-140
- c. 50-160
- d. 30-130

D

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

D

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

C

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- ☒ c. Liquid
- d. Oil

C

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- ☒ b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

B

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

---

- A 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
- AE 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 & Pepper are the basic seasoning ingredients for all savory recipes.
- 20) Dice : to cut into very small pieces when uniformity of size and shape is not important.