ACROBAT OUTSOURCING
TSC GROUP

Sergio Gonzalez

Taborca ID: 53171

Date of Hire: 8 / 22 / 2019

Date of *Re-Act*: ____/____/____

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

- [x] New Hire List (All fields)
- [x] Check Taborca Profile (All fields)
- [x] 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: Sergio Gonzalez	Interviewer: Ngoc Ho
Date: 8/22/2019	Rate of Pay: $17/hr
Position (s) Applied for: Bartending	Referred by: CL

Test Scores

Server	/35	%	Bartender	23 /35	66	%
Prep Cook	/20	%	Barista	/15		%
Grill Cook	/40	%	Cashier	/15		%
Dishwasher	/10	%	Housekeeping	/14		%

Schedule

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of 5 *in Food Service/Hospitality*

- prefer afternoons after 4pm
- also has waiter experience from working in Mexico
- currently working as waiter/bartender @ Consuelos in San Jose

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

Transportation

Car Public Transit Carpool (Rider / Driver)

Areas Willing to Work

LA OC 25 miles radius

Certifications Held

TiPS Serv-Safe LEAD Other FHC Will Submit

Availability

Open AM only PM only Weekdays only Weekends only

Details:

Uniform Requirements

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:

Revised 06/04/2013

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Sergio Gonzalez

Start Date: 8/12/2019

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 Ste 110 San Jose, CA 95126

Mailing Address: "

Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: $15/hr Overtime Rate(s) of Pay: $22.5/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	Sergio Gonzalez
(PRINT NAME of Employer representative)	(PRINT NAME of Employee)
(SIGNATURE of Employer Representative)	(SIGNATURE of Employee)
8/22/2019	08-12-19
(Date)	(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

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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: Sergio Gonzalez Date: 08-12-19

Signature: _____

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 Sergio Gonzalez Date: 08-12-19

Home Telephone (415) 798-7175 Other Telephone ( ) _____

Present Address 1787 Lancaster dr

Permanent Address, if different from present address: _____

Email Address lorus10_@hotmail.com

EMPLOYMENT DESIRED

Position applying for: Server / Bartender **Salary desired:** _____

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?

_____

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	5 to End	5 to end	5 to end	5 to end	5 to end	5 to end	5 to end

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

[illegible] 77th Court, Suite [illegible] Miami Lakes, FL [illegible]
T 305.[illegible] 8300 F 305.[illegible] 8604 [illegible]

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 ✓ 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?
Do you have any special licenses, certificates or special training? If so please list under "Special".		(YES)	NO
Are you computer literate? If so, list software knowledge under "Special."		(YES)	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		(YES)	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

EMPLOYMENT HISTORY

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

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

Name and Address of Employer Royal Prestige

Type of Business Sales Telephone No. (___) _____ Supervisor's Name _____
Your Position and Duties Sales Representative.

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business Restaurant Telephone No. (___) _____ Supervisor's Name Gloria Sanchez
Your Position and Duties Waiter and Bartender

Dates of Employment: From 2018 To 2019

Reason for Leaving: Place is closed

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: _____

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: Lay Ladino Telephone No. (408) 724-2295

Address _____

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

Name: Ramiro Perez Telephone No. (408) 864-7509.

Address 2180 Camden ave

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

SG 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.

SG 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.

SG 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.

SG 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.

SG 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 08-12-19

Sergio Gonzalez

(415) 798-7175 •

EDUCATION

August 2014

UNIVERSITY OF NEW MEXICO (UNM), Albuquerque, NM
Study abroad program in conjunction with Universidad de Guadalajara
Arts degree in Marketing

Feb 2013

UNIVERSIDAD de GUADALAJARA, MEXICO (CUCEA)
Arts Degree, Marketing
Expected Graduation December 2014

Aug 2002 – Aug 2007

UNIVERSIDAD de GUADALAJARA, MEXICO (CUCEA)
Bachelor , Human Resources

Relevant Coursework: Creative Leadership; Strategic Marketing; International Marketing; Starting New Business; Market Research; Consumer Behavior; Political Marketing

WORK EXPERIENCE

Jan 2018; Present

Consuelos (San Jose, California)
Waiter and Bartender.

- Set up the Tables and Bar
- Welcome customer and guide them to be sit
- Provide Customer Service and help customer to take order.

Jun 2015 – Jan 2017

***EL Frances*, (Guadalajara, Mexico)**
Waiter

- Set up the Tables and Bar
- Welcome customer and guide them to be sit
- Provide Customer Service and help customer to take order.

Jan 2012 – May 2014

***El Informador* y *El Tren* Newspapers, (Guadalajara, Mexico)**
Advertiser, Publicity and Sales Department

- Directed publicity sales for major news source
- Assisted in marketing, design strategies, and market research

ADDITIONAL PROFESSIONAL EXPERIENCE

* January 2012 - January 2014. Two years experience in realizing design and execution of marketing strategies for different types of companies

* March 2011 - September 2011. Six months of market research at FIMEX (Interior Design Expo) to study customer behavior through surveys and in-depth study

* November 2011- November 2012. Participant in a one-year course in developing skills to help entrepreneurs create new products and services to unsatisfied markets and contribute from the perspective of marketing and its needs among all the different process in the company

QUALIFICATIONS

- **Bilingual: Spanish & English**
- **TOEFL Certified (May 2013)**
- **Proficient with Microsoft Office, SAE, Google Docs/Apps**

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Bartenders Test

Score 23/ 35

66%

Multiple Choice (6 points)

b 1) **Carbonation _____ the rate of intoxication.**
- a) Slows down
- b) Speeds up
- c) Does nothing to

b 2) **What are the six most commonly used spirits?**
- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
- b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

b 3) **You can accept an expired ID as long as all other information is correct.**
- a) True
- b) False

a 4) **If someone has had too much to drink, serving them coffee will help sober them up.**
- a) True
- (b) False

b 5) **What are the acceptable forms of ID for Alcohol Consumption?**
- a) State or Governement Issued ID Card or Drivers License
- b) Passport or Passport ID Card (as long as it lists the person's date of birth)
- c) School ID or Birth Certificate
- (d) A & B
- e) A, B & C

a 6) **If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.**
- a) True
- (b) False

Vocabulary (9 points)

Match the word to its definition

- i **"Straight Up"** -- i
- f **Shaker Tin**
- h **"Neat"** -- i
- a **Muddler**
- b **Strainer**
- e **Jigger**
- ___ **Bar Mat** -- i
- g **"Float"** -- i
- c **"Back"** -- i

- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d.) To pour ½ oz of a liquor on top
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- i.) Means to serve spirit room temperature in a rocks glass with no ice

-8

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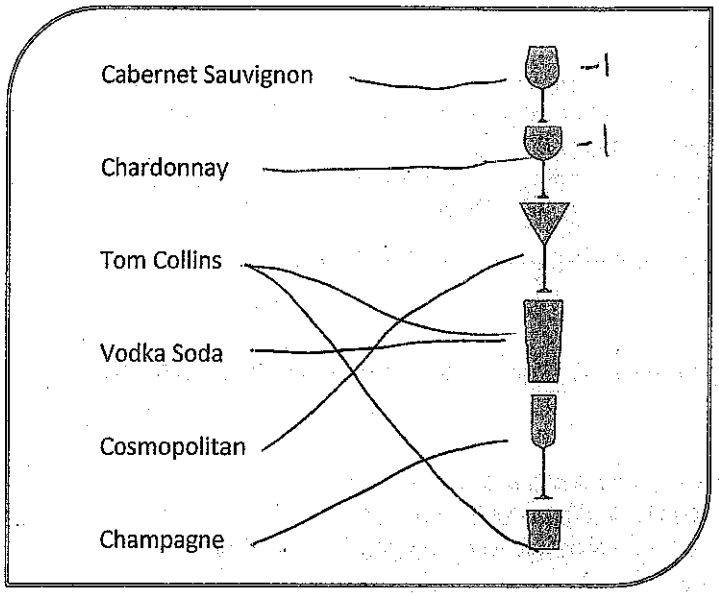
Bartenders Test

Score ___ / 35

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Jose cuervo tequila, Vodka Absolut, Rum havana

What are the ingredients in a Manhattan? [redacted] whisky, vermoxt, cherrys, Angostura bee

What are the ingredients in a Cosmopolitan? Vodka, cranberry juice, lime, sugar (syrup

What are the ingredients in a Long Island Iced Tea? Vodka, Rum, tequila, Whisky, sweet and sour, lime

What makes a margarita a "Cadillac"? Grand Marnier

What is simple syrup? liquid sugar

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

-1

What should you do if you break a glass in the ice? change the whole ice

When is it OK to have an alcoholic beverage while working? never

What does it mean when a customer orders their cocktail "dirty"? strong, dry, olive juice

What are the ingredients in a Margarita? Tequila, lime, salt, sugar, or (Grand marnier

-4