ACROBAT OUTSOURCING
TSC GROUP

Priscila Hernandez

Taborca ID: 53236

Date of Hire: 8/28/2019

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

Name: Priscila Hernandez	Interviewer: Ngoc Ito
Date: 8/28/2019	Rate of Pay: $17/hr
Position (s) Applied for: Server	Referred by: CL

Server	22/35	62 %	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking: (Full-Time) (Part-Time)

Total of 1yrs *in Food Service/Hospitality*

- open
- prefer mornings, can start asap
- okay w/ on-call but needs 2 days in advancement bc she lives in Patterson
- worked as hostess/server at Denny's & Mexican restaurant, McDonald's

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

(Car) Public Transit Carpool (Rider / Driver)

LA OC South Bay

TiPS Serv-Safe LEAD Other FbC (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:

Revised 06/04/2013

First Name	priscila
Last Name	hernandez
E-mail Address	priscilahernandez36@gmail.com
Phone	4086487114
Address	430 mulberry ave
Unit or Number	Na
City, State	Patterson
Zip Code	95363
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Server Bartender Busser Barback Barista
Are you applying for:	Full-Time Part-Time
When can you start?	08-27-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM Saturday AM Sunday AM
Have you ever applied to or worked for Acrobat before?	No
If hired, would you have reliable means of transportation to and from work?	Yes
If hired, can you present evidence of your legal right to live and work in this country?	Yes
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Patterson high school
City & State	Patterson ca
Grade/Degree	Diploma
Graduated?	Yes
Do you have any special licenses? (If so, label under "Special")	No
Are you computer literate? (If so, label which programs under "Special")	Yes
Are you proficient with Point of Sale systems? (If so, label which under "Special")	Yes
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes

Special:	Bilingual
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	priscila hernandez
Type of Business	Ace parking
Phone Number	4154127426
Your Position & Duties	Direct traffic, cleaning and making sure pedestrians crossed safely
Date of Employment (from/to):	January 2018 June 2018
Reason for Leaving	Seasonal
Still Employed:	No
Name and Address of Employer	priscila hernandez
Still Employed:	No
First Name	Darius
Last Name	Mclean
E-mail Address	priscilahernandez36@gmail.com
Phone	+1 (323) 490-5658
Relationship:	Manager
Years Acquainted:	2
First Name	Michael
Last Name	Weber
E-mail Address	priscilahernandez36@gmail.com
Phone	+1 (408) 306-6220
Relationship:	Supervisor
Years Acquainted:	2
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.	(Checked box indicates acknowledgement)
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	(Checked box indicates acknowledgement)

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.	(Checked box indicates acknowledgement)
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.	(Checked box indicates acknowledgement)
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.	(Checked box indicates acknowledgement)
I hereby acknowledge that I have read and understand the above statements.	(Checked box indicates acknowledgement)
Applicant Digital Signature (Type Name):	priscila hernandez
Date:	08-27-2019
Please Attach Resume Below	text.txt

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Priscila Hernandez
Email: priscilahernandez36@gmail.com
Phone number: (408)648-7114

Working Experience:

Company Name: ACE Parking
Dates of Employment: 1/18 - 7/18
Job Responsibility:

- Traffic Direct
- Cross Guard
- Valet
- Charge Vehicles

Company Name:
Dates of Employment:
Job Responsibility:

-
-
-
-

Company Name:
Dates of Employment:
Job Responsibility:

-
-
-
-

Skills

-
-
-

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Name Priscila Hernandez

Servers Test

Score 22/35

Multiple Choice

B 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

C 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

62%

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

B 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

a 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 dinning 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

Match the Correct Vocabulary

D Scullery
E Queen Mary
A C Chaffing Dish
B French Passing
G Russian Service
F Corkscrew
C A Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water
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)
C. Used to hold a large tray on the dining floor
D. Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F. Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

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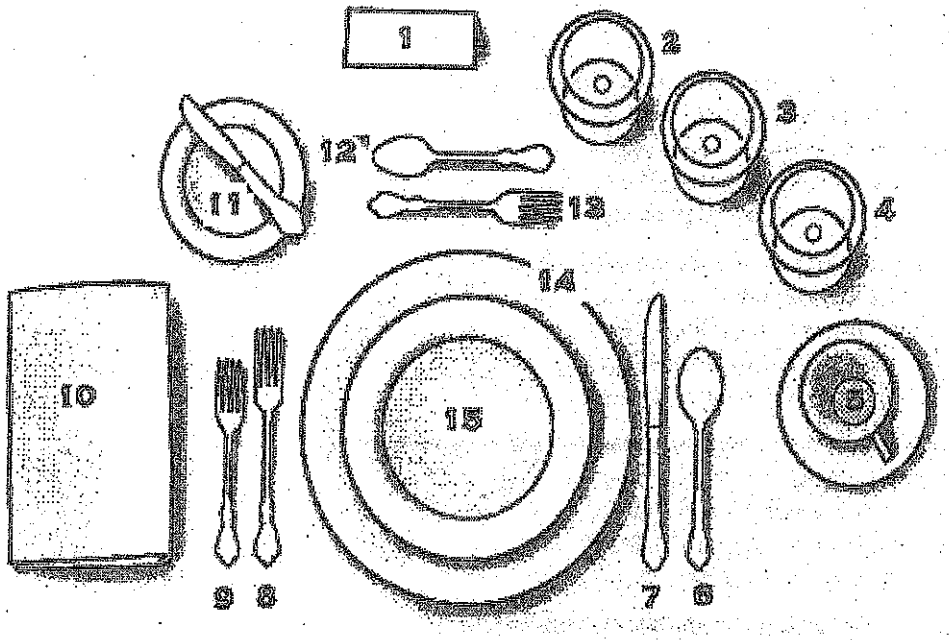
Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
11	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
1	Name Place Card	7	Dinner Knife
12 6	Teaspoon	2	Wine Glass (Red)
13	Dessert Fork	9	Salad Fork
6 12	Soup Spoon	14 15	Service Plate
15 14	Salad Plate	3	Wine Glass (White)
4	Water Glass		

Fill in the Blank

1. The utensils are placed 10 1 inches inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar and creamer
3. Synchronized service is when: _____.
4. What is generally indicated on the name placard other than the name? number
5. The Protein on a plate is typically served at what hour on the clock? 2 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
   let kitchen know

chace of meal

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Priscila Hernandez

Start Date: 8/28/2019

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

Mailing Address: "

Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: $17/hr Overtime Rate(s) of Pay: $25.5/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	Priscila Hernandez
(PRINT NAME of Employer representative)	(PRINT NAME of Employee)
[signature]	[signature]
(SIGNATURE of Employer Representative)	(SIGNATURE of Employee)
8/28/2019	8/28/19
(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: Priscila Hernandez Date: 8/28/19

Signature: