

ACROBAT OUTSOURCING TSC GROUP

Eddie Escobar

Taborca ID: 53323

Date of Hire: 9 / 3 / 2019

Date of Re-Act: / /

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> New Hire List (All fields) |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> Upload Food Handler's Card |
| <input checked="" type="checkbox"/> Added to Orientation Time Sheet | <input type="checkbox"/> Presented |
| <input checked="" type="checkbox"/> Background Check | <input type="checkbox"/> 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>Eddie Escobar</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/3/2019</u>	Rate of Pay: <u>\$20/hr</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>CL</u>

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	<u>7</u> /10	<u>70</u> %	Housekeeping	/14	%

<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Acrobat Experience & Summary of Employment

Total of 2 yrs in Food Service/Hospitality

- worked dishwasher at 7-11 for 6 months
- work at Korean BBQ Sat - Sun 7pm - 2am
- open 7 days all shifts
- ~~other~~

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

Car ☐ Public Transit ☒ Carpool (Rider / Driver) ☐

LA ☐ OC ☐ South Bay

TIPS ☐ Serv-Safe ☐ LEAD ☐ Other ☒ FHC ☒ 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: _____



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 Eddie Angelio Escobar Date: Sept 3rd
Home Telephone (50) Other Telephone ()
Present Address 195 East San Fernando Street San Jose Ca. 95122
Permanent Address, if different from present address: _____
Email Address eddie.escobar@gmail.com

EMPLOYMENT DESIRED

Position applying for: Dishwasher Salary desired: Any

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

No

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: Any To: Any

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☐ Name of Referral Social Heart 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?

Anytime today Sept 3rd 2019

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	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
PM	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							
<u>NONE</u>							

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?
<i>Independence</i>	<i>San Jose</i>	<i>12</i>	<i>Yes</i>
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."		<i>(YES)</i>	NO

Special:

Warehouse assembly / mail / overnight shipping - Assembly Lines

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 X If so, may we contact your current employer? Yes___ No___

Name and Address of Employer Resume Attached

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 _____

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: NO

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: Salvation Army Telephone No. (____) _____

Address _____

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

Name: Shopping the Globe 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

EE 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.

EE 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.

EE 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.

EE 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.

EE 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 Elle Pagels Escobar Date Sept 3rd 2019

Edward Escobar
80 South Market Street
San Jose, CA 95113
650-440-2814 eddieresobar98@gmail.com

Seeking: A warehouse, assemble or porter position where I can use my years of hands-on experience, my ability to work well with a wide range of people, and my results-oriented

Demonstrated Success:

- While working for Marzettli's Food and Restaurants, completed a three month training program to assemble, package, and label sauces, beverages and condiments for fast food restaurants such as Taco Bell and Jack-in-the-Box. Was also trained to work in the clean room, distillery and provide cleaning services
- Made over five thousand sandwiches per shift and clearing eight pallets per hour in assemble line and operation CNC machinery
- While working at the Palo Alto IKEA shipping and receiving warehouse, unloaded and packaged seven big rig trucks per shift and setting up displays on the showroom floor
- On an assembly line, made all the food for LSG Skychef at San Jose, San Francisco and Oakland Airport and was trusted to operate the standing distillery and mixer; was also tasked with cleaning and porting
- Was commended by managers and raised due to the excellence of my work, resulting in a high level clearance at the above airports
- Have over 15 years working in the construction industry, including hanging drywall, carpentry, asbestos removal, plumbing, electrical and laying concrete foundations: working on commercial office spaces, schools and residential
- Accustomed to working long and odd hours with a flexible schedule

Employment Highlights:

- 2010 –2019 Manpower Professional Staffing, San Jose, CA
CNC Assistant for LSG Sychef, UPS and more
- 2010 – 2017 Benchmark Professional Staffing, Santa Clara, CA
Assemble Line Mixer and Forklift Assistant for IKEA and Marzetti's
- 2009 - 2010 Comcast, San Jose, CA
Sales Representative
- 2005 - 2009 2001 Construction Group, San Jose, CA
Carpenter
- 2003 - 2005 Erasmo Construction, San Jose, CA
Carpenter

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- a 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - d) All of the above
- a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- C 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- a 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
 - b) Wait until the end of your shift to clean it
 - c) Flag the spill and clean it immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - c) Use an oven mitt or dry cloth towel
 - d) Nothing
- a 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- a 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution
- 70%

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

Employee Name: Eddie Escobar
Start Date: 9/3/2019

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 Staffing
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: \$20/hr Overtime Rate(s) of Pay: \$30/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)

9/3/2019

(Date)

Eddie Lopez Escher

(PRINT NAME of Employee)

[Signature]

(SIGNATURE of Employee)

Sept 3rd 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: Eddie Rogers Escobar Date: Sept 3rd 2019

Signature: Eddie Rogers Escobar

