

ACROBAT OUTSOURCING

TSC GROUP

Gale Costa

Taborca ID: 53350

Date of Hire: 9/4/2019

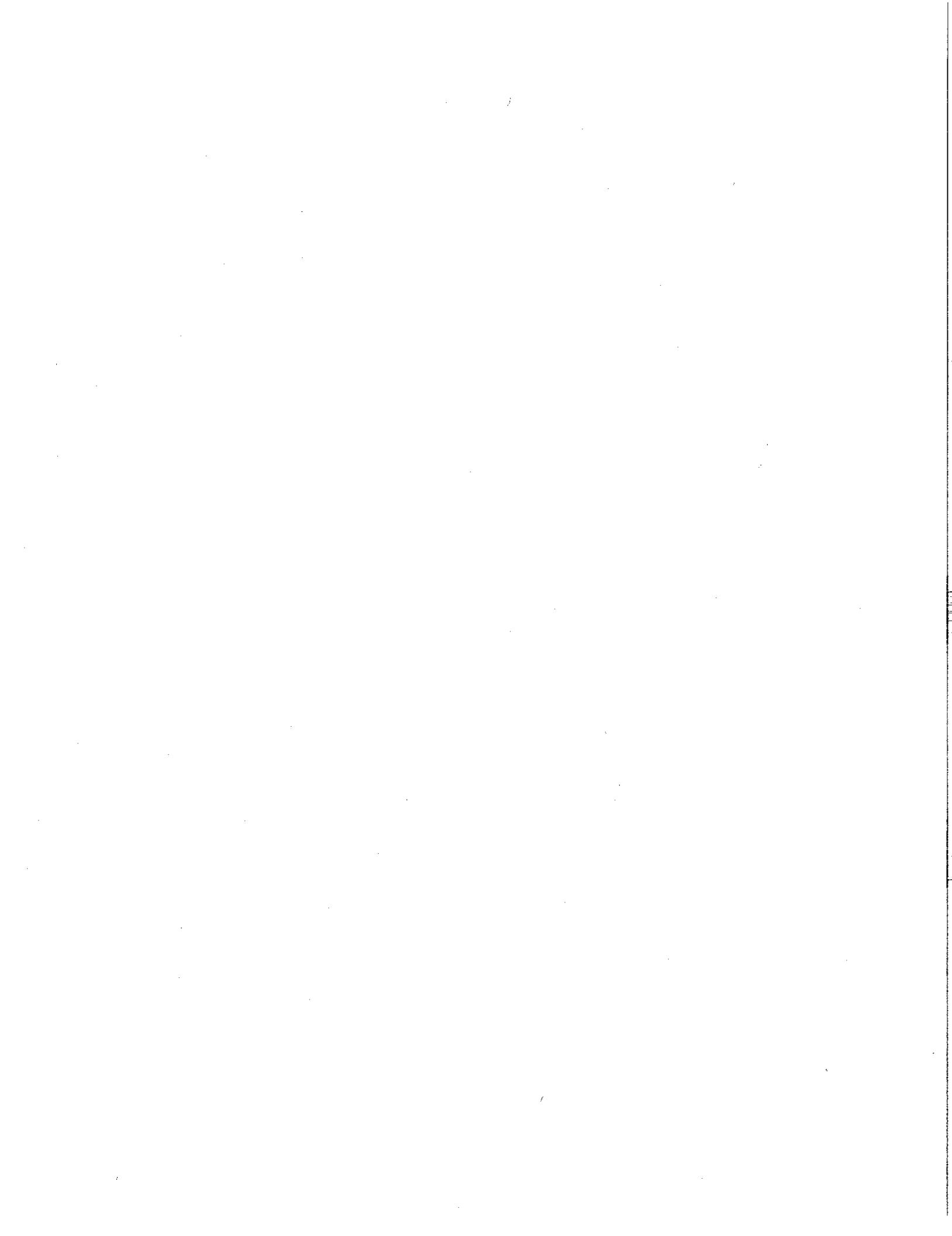
Date of Re-Act: / /

- E-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>Gale Costa</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/4/2019</u>	Rate of Pay: <u>\$17/hr</u>
Position (s) Applied for: <u>Cashier/concessions, Server</u>	Referred by: <u>CL</u>

Server	<u>34</u> / <u>35</u>	<u>97</u> %	Bartender	<u>/35</u>	%
Prep Cook	<u>/20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/14</u>	%

Full-Time
Part-Time

Total of 3 yrs in Food Service/Hospitality

- open weekends but would like to attend Sunday Mass
- Just moved from Idaho
- Hired for Levi's
- banquet, catering serving experience
- Currently w/ People Source but gave her too much construction work

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

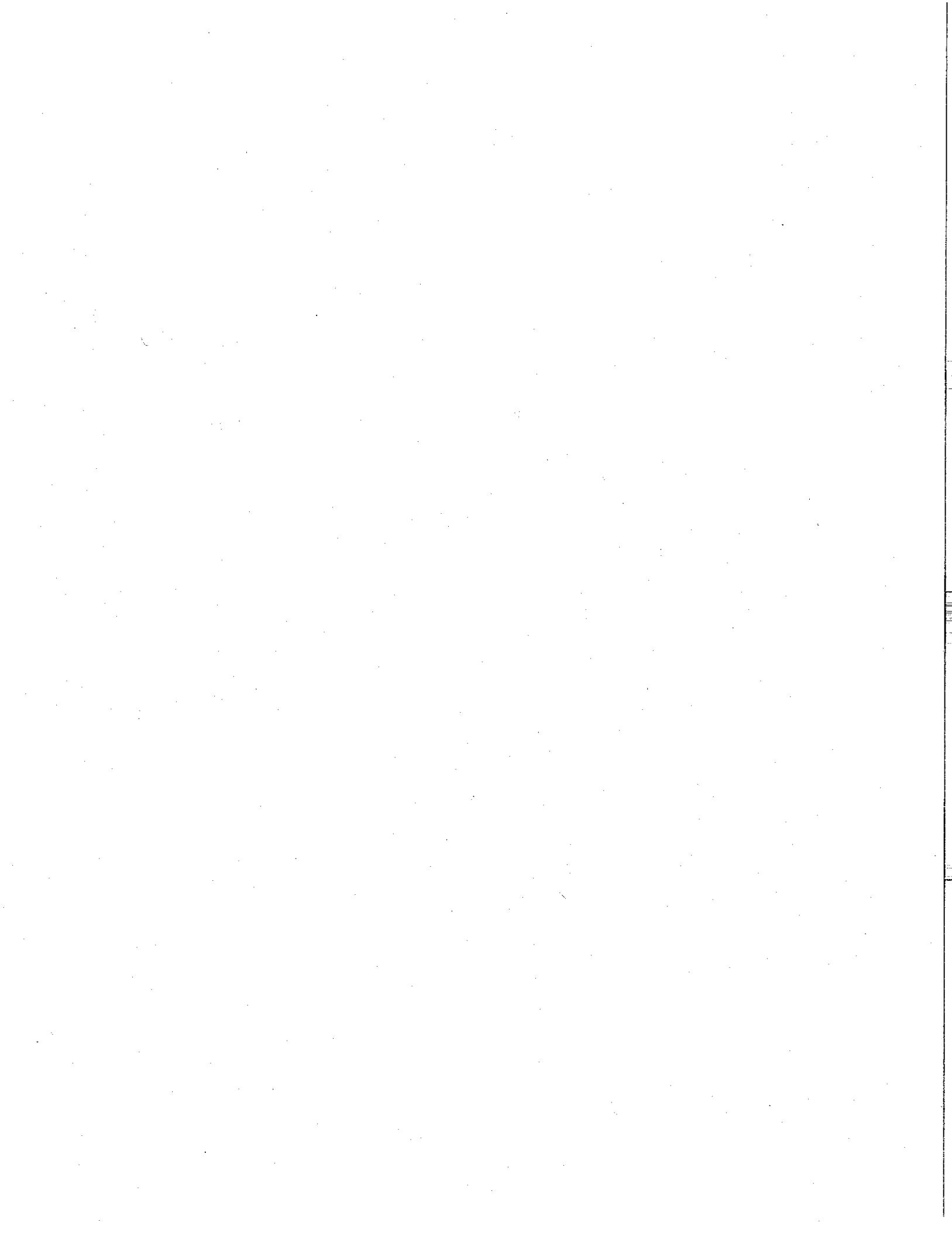
<u>Car</u>	Public Transit	Carpool (Rider / Driver)
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<u>LA</u>	<u>OC</u>	<u>SJ</u> → <u>LG</u> → <u>Palo Alto</u> <u>South Bay</u>
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<u>TIPS</u>	<u>Serv-Safe</u>	<u>LEAD</u>	<u>Other</u> <u>FHC</u>	<u>Will Submit</u>
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<u>Open</u>	<u>AM only</u>	<u>PM only</u>	<u>Weekdays only</u>	<u>Weekends only</u>
Details:				

<u>Bistro</u>	<u>Black Bistro</u>	<u>Tuxedo</u>	<u>1/2 Tuxedo</u>	<u>Black Vest</u>	<u>Long Black Tie</u>
<u>Chef Coat</u>	<u>Chef Pants</u>	<u>Knives</u>	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	<u>Bow Tie</u>
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?	Other Languages Spoken:	





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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 Gale Sandra Costa Date: 9/4/19
Home Telephone 208 870-1825 Other Telephone (N/A)
Present Address 2036 Harde Lane, San Jose, CA 95128
Permanent Address, if different from present address: _____
Email Address martinsmanagements@gmail.com

EMPLOYMENT DESIRED

Position applying for: all events)

Salary desired: 20¢ ideal (negotiable)

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

People Source? (not finding anything for me)

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: Over To: Future

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 Orange list S.S. group

Could you work overtime, if necessary? Yes No If hired, on what date could you start working?

Immediately

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY	Any						
AM							→
PM							→

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

Dec 20 Holiday I have a Idaho obligation 2 week return 12/29/19

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?
Del Mar Hsgn	Campbell Cr	12 th	YES
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 need to see please
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:			

I have always been valued as a Superior Customer Service employee.
I am a licensed Esthetician in Idaho, must take CT State
boards before I'm able to practice here but again great
Customer Service

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 Boise Centre

Type of Business Convention Center Telephone No. (208) 489-3615 Supervisor's Name Joy Parker

Your Position and Duties Food/Beverage Team (set up events, greet guests, serve the meals), clean up and tear down event.

Dates of Employment: From 9/18 To 3/19

Reason for Leaving: Relocated to San Jose Co.

Name and Address of Employer Sodo event Center message please he will call back

Type of Business Catering Telephone No. (208) 918-9896 Supervisor's Name Damon Fic

Your Position and Duties Back of house. Tents meals and needs prep, worked closely to Damon on most events, smaller intimate parties

Dates of Employment: From 2017? To 9/2018

Reason for Leaving: Want to attend Aveda Institute Boise to become an Esthetician & another job (Boise Centre)

Name and Address of Employer Wild Edge Park

Type of Business BANKING Telephone No. (208) 393-4607 Supervisor's Name Samuel Cole co-worker

Your Position and Duties Collateral Monitoring Closed Manager left Bank
buy RE loans - insurance also.

Dates of Employment: From 9/66 To 8/17

Reason for Leaving: Medical termination inability for rehire (blessing)

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Page 4 of 5
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: Yes - Medical termination of ability for Rehire (it was a blessing)

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: Jodi Parker Telephone No. 208) 489-3615
Address 850 West Front Street Boise ID 83702
Occupation: Food / Bar Staff Relationship: Supervisor Number of Years Acquainted: less 1 year
wonderful woman.

9th Name: Danielle Cool Telephone No. 208) 393-4607
Address 9th Street Boise ID 83702
Occupation: Banker Relationship: co worker / friend Number of Years Acquainted: 7?

Name: EMMA Phobes Telephone No. 208) 781-1699
Address 850 W FRONT St. Boise ID 83702
Occupation: Crew Lead / Sup Relationship: Boss / friend Number of Years Acquainted: 2?

Please Read Carefully, Initial Each Paragraph and Sign Below

YC
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.

JMC
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.

JMC
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.

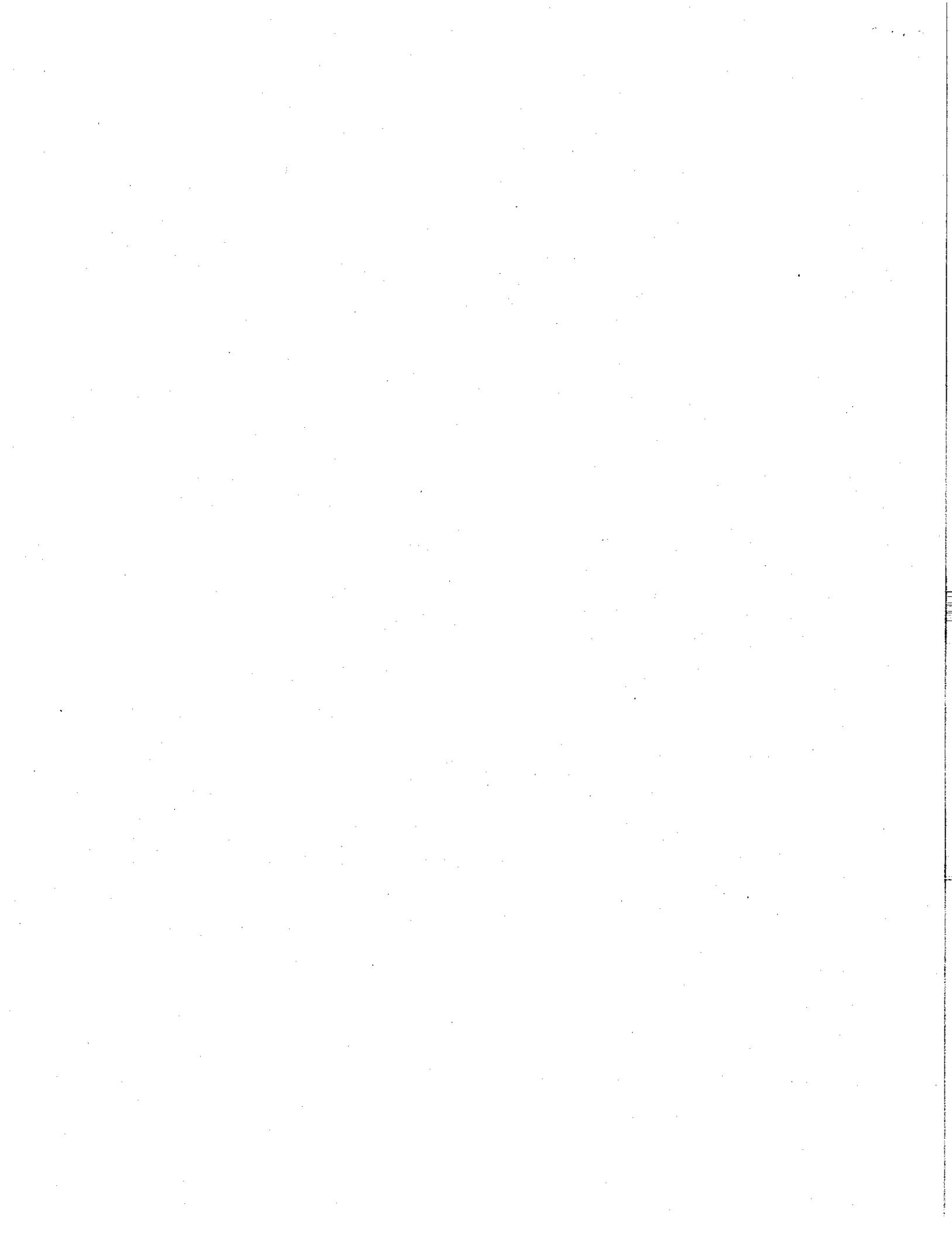
JMC
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

JMC
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

Yael Cader Date 9/4/18



Acrobat

outsourcing

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

First and Last Name: Gale Costa

Email: martinsmenageries@gmail.com

Phone number: 208-870-1885

Working Experience:

Company Name: Boise Centre

Dates of Employment: SEPT/OCT 2018 - 3/31/19

Job Responsibility:

- Set up (Catering) set tables
- Offer Best customer Service (Serving)
- Private Catering Parties (Breakfast, lunch, dinner)
- Serving for official dinners/meetings

Company Name: SO DEX

Dates of Employment: 2017 - 9/10/2018

Job Responsibility:

- Back of house catering for Concert talent/musicians
- all catering parties from 20 guest - 600
- help set up baked goods for Catering
- Back of house runner Server (line watch)

Company Name: Wells Fargo Bank

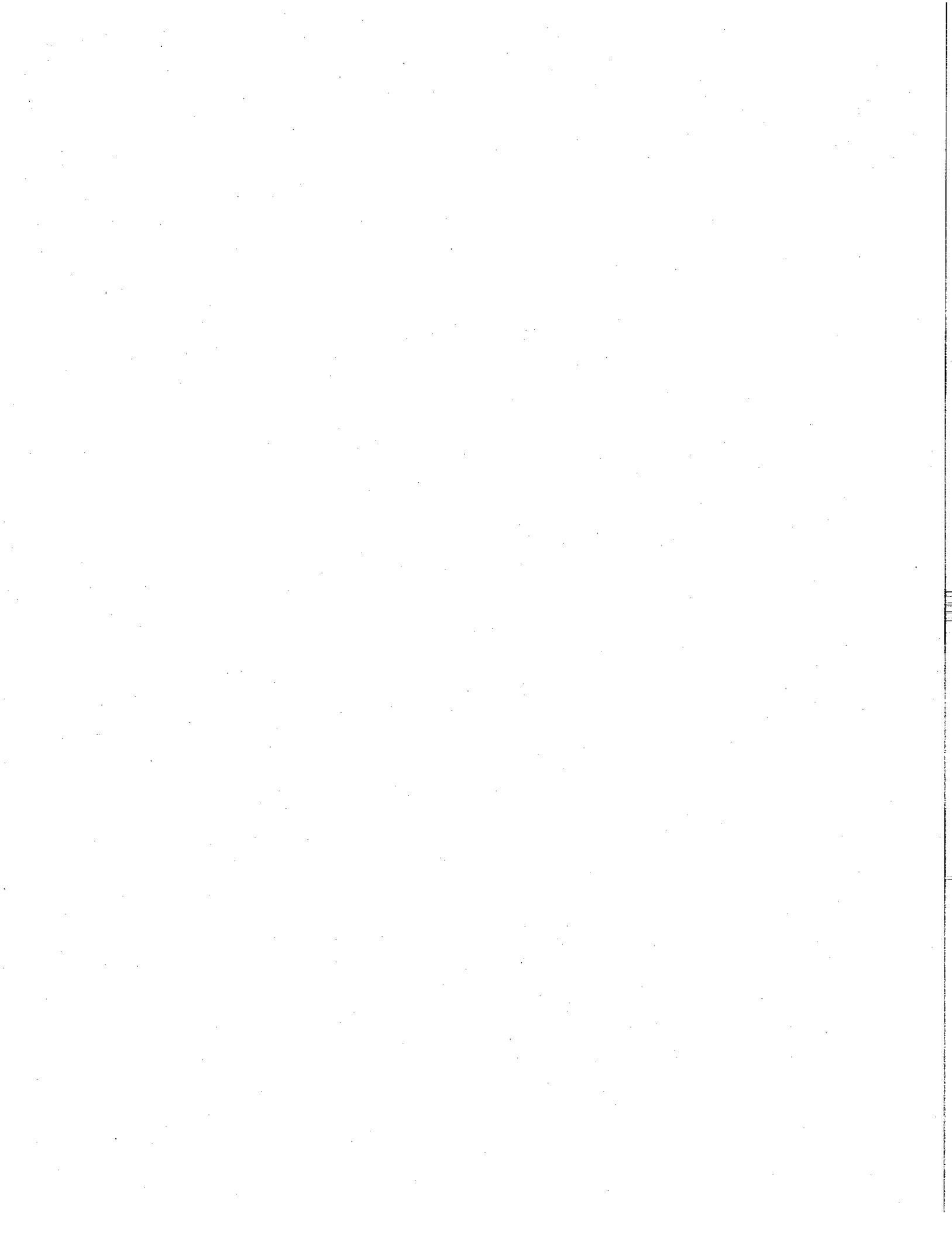
Dates of Employment: 5/2010 - 8/2017

Job Responsibility:

- Customer Service for all multi Millions \$ loan
- in Real Estate
- Data entry - monitoring insurance is in
- Place to Protect the Bank as well as collateral offered for loan.

Skills

- Excellent Customer Service
- Self motivated
- Attention to detail (s)
- Follow instruction to the better
- Kind, polite, helpful



Servers Test

Multiple Choice

A 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

clear

D 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

97%

A 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 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

A. Metal buffet device used to keep food warm by heating it over warmed water

E 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

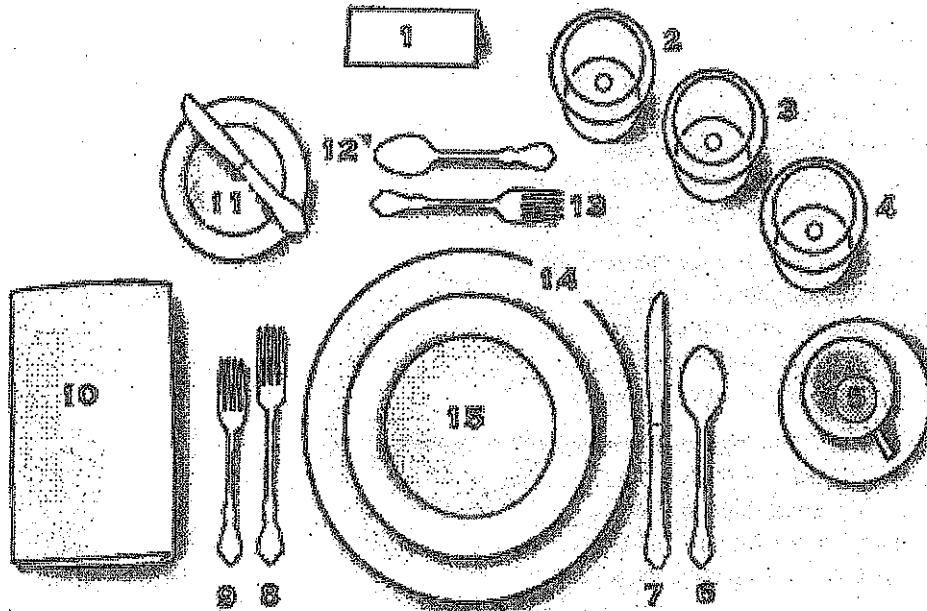
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time



Match the Number to the Correct Vocabulary

10

Napkin

11

Bread Plate and Knife

1

Name Place Card

12

Teaspoon

13

Dessert Fork

6

Soup Spoon

15

Salad Plate

4

Water Glass

8

Dinner Fork

5

Tea or Coffee Cup and Saucer

7

Dinner Knife

3

Wine Glass (Red)

9

Salad Fork

14

Service Plate

3

Wine Glass (White)

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Sugar Creamer honey/Lemon

3. Synchronized service is when: All plates served same time

4. What is generally indicated on the name placard other than the name? Company or title (dinner choice)

5. The Protein on a plate is typically served at what hour on the clock? 6:00 - 7:00

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Notify Kitchen (Chef) & Supervisor

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Gale Costa
Start Date: 9/4/2019

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: 11

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

(PRINT NAME of Employer representative)

Integro USA Inc.

(SIGNATURE of Employer Representative)

9/4/2019

(Date)

Gale S. Custer

(PRINT NAME of Employee)

Gale S. Custer

(SIGNATURE of Employee)

9/4/19

(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: Gale S Coster Date: 9/4/19

Signature: Gale S Coster

