

# 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>9/4/2011</u>  | Rate of Pay: <u>\$17/hr</u> |
| Position (s) Applied for: <u>Cashier/concessions, Server</u> | Referred by: <u>CL</u>      |

|            |              |             |              |            |   |
|------------|--------------|-------------|--------------|------------|---|
| Server     | <u>34/35</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> | % |

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

**Education, Experience & Summary of Strengths:**

Total of 3yrs 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: \_\_\_\_\_

|                                      |                |                            |
|--------------------------------------|----------------|----------------------------|
| <input checked="" type="radio"/> Car | Public Transit | Carpool ( Rider / Driver ) |
|--------------------------------------|----------------|----------------------------|

|    |    |  |
|----|----|--|
| LA | OC | <u>SJ → LG → Palo Alto</u><br><u>South Bay</u> |
|----|----|--|

|      |           |      |   |  |
|------|-----------|------|---|--|
| TIPS | Serv-Safe | LEAD | <input checked="" type="radio"/> Other <u>FHC</u> | <input checked="" type="radio"/> Will Submit |
|------|-----------|------|---|--|

|                                       |         |         |               |               |
|---------------------------------------|---------|---------|---------------|---------------|
| <input checked="" type="radio"/> Open | AM only | PM only | Weekdays only | Weekends only |
|---------------------------------------|---------|---------|---------------|---------------|

|           |              |        |  |   |                      |
|-----------|--------------|--------|--|---|----------------------|
| Bistro    | Black Bistro | Tuxedo | 1/2 Tuxedo                                   | Black Vest                                      | Long Black Tie       |
| Chef Coat | Chef Pants   | Knives | <input checked="" type="radio"/> Black Pants | <input checked="" type="radio"/> 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 Gale Sandra Costa Date: 9/4/19  
Home Telephone 208 870-1825 Other Telephone N/A  
Present Address 2036 Mar del Lane, San Jose, CA 95128  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address martinsmenageries@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 ☒ crang list S.S. giggo

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<br>HOURS<br>AVAILABLE<br>DAILY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--------|--------|---------|-----------|----------|--------|----------|
| AM                                     | ANY    |        |         |           |          |        |          |
| PM                                     |        |        |         |           |          |        |          |

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

Dec @ 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 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? |
|--|--------------|---------------------------|-------------------|
| Del Mar High   | Campbell CA  | 12th                      | 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                |
| 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 CA 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 ☒ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer Boise Centre

Convention  
Type of Business Center Telephone No. 208 489-3615 Supervisor's Name Jodi 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 Ca.

Name and Address of Employer Soldado

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

Your Position and Duties Back of house Talent meals and needs met, worked closely to Damon on most events / small, intimate parties

Nov  
Dates of Employment: From 2017? To 9/2018

Reason for Leaving: Went to Aveda Institute Boise to become an Esthetician - another job (Boise Centre)

Name and Address of Employer Wells Fargo Bank

Banking  
Type of Business Banking Telephone No. 208 393-4607 Supervisor's Name Danielle Bol

Your Position and Duties collateral monitoring  
by the loans - insurance also. co-worker Manager left Bank

Dates of Employment: From 3/06 To 8/17

Reason for Leaving: Medical termination w/ability for rehire (ableism)

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: Yes - Medical  
termination w/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/Ban Staff Relationship: Supervisor Number of Years Acquainted: less 1 year  
wonderful woman

Name: Danielle Cool Telephone No. 208) 393-4607  
Address 9th Street Boise ID 83702  
Occupation: Banker Relationship: ex 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/Supr Relationship: Boss/friend Number of Years Acquainted: 2?



**Please Read Carefully, Initial Each Paragraph and Sign Below**



*[Signature]*



pro

I hereby acknowledge that I have read and understand the above statements.

Yusef Corder

9/4/19



# 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: 208-870-1825

## 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 DEXO  
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
- Buffet style runner

Company Name: Wells Fargo Bank  
Dates of Employment: 2006 - 8/2017

### Job Responsibility:

- Customer Service for our multi Million \$ loan
- in Real Estate
- Data entry - monitoring income 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 instructions to the letter.
- kind, polite, helpful.



Name Gale Coster  
Servers Test Score 31/35

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~~ 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
- 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
- 97%

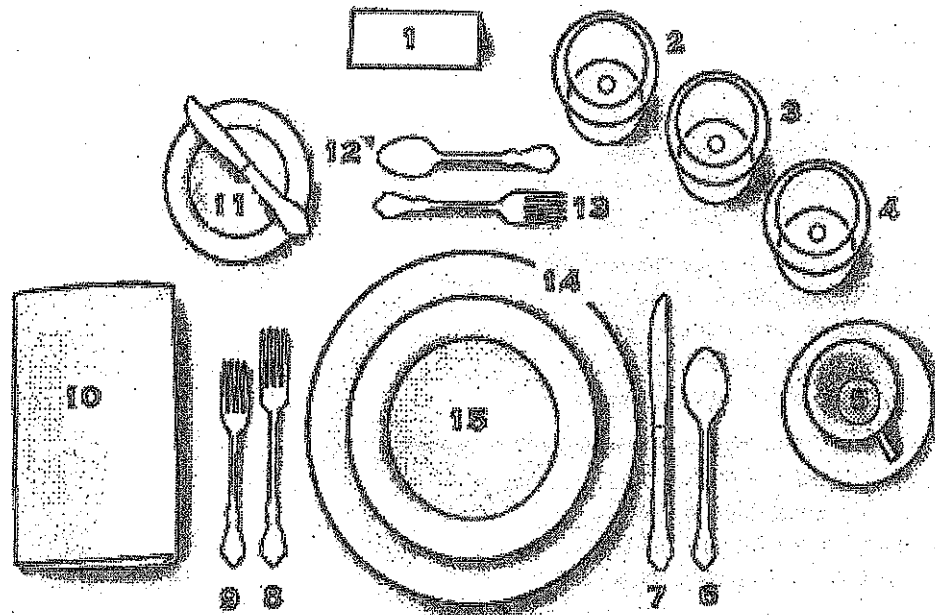
Match the Correct Vocabulary

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | <u>B</u> 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   | <u>C</u> Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | <u>D</u> Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <u>F</u> Used to open bottles of wine   |
| <u>C</u> Tray Jack       | <u>G</u> Style of dining in which the courses come out one at a time  |

Name Gale Costa

**Servers Test**

Score /35



**Match the Number to the Correct Vocabulary**

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

**Fill in the Blank**

- The utensils are placed 1" inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar Creamer honey/Lemon
- Synchronized service is when: All plates served same time
- What is generally indicated on the name placard other than the name? Company or title (dinner choice)
- The Protein on a plate is typically served at what hour on the clock? 6:00-7:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
notify Kitchen/Chef & Supervisors

**NOTICE TO EMPLOYEE***Labor Code section 2810.5***EMPLOYEE**Employee Name: Gale CostaStart Date: 9/4/2019**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 OutsourcingPhysical Address of Main Office: 187L The Alameda Ste 110 San Jose, CAMailing Address: "Telephone Number: (408) 844-0772**WAGE INFORMATION**Rate(s) of Pay: \$17/hr Overtime Rate(s) of Pay: \$25.5/hrRate 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 ☐ NoIf 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, 9<sup>th</sup> 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)*

Naga Hc  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

9/4/2019  
(Date)

GALES Coster  
(PRINT NAME of Employee)

[Signature]  
(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 Costa Date: 9/4/19

Signature: Gale S Costa

