

ACROBAT OUTSOURCING TSC GROUP

Antoinette Lopez

Taborca ID: 53363

Date of Hire: 9/5/2019

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>Antoinette Lopez</u>		Interviewer: <u>Ngc Ho</u>
Date: <u>9/5/2019</u>		Rate of Pay: <u>\$20/hr</u>
Position (s) Applied for: <u>Dishwasher</u>		Referred by: <u>Google</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

Applicant Experience & Summary of Strengths

Total of 15yrs in Food Service/Hospitality

- Not currently working
- Open but prefers M-F morning
- has worked Ranstad staffing doing product packing

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: _____

McKenna Brewer

From: JotForm <noreply@jotform.com>
Sent: Wednesday, September 4, 2019 4:29 PM
To: TEAM_SanJose
Subject: Re: Employment Application San Jose

Employment Application San Jose

First Name	Antoinette
Last Name	Lopez
E-mail Address	Antoinettelopez2017@gmail.com
Phone	4086650976
Address	1046 Reed Terrace
Unit or Number	n/a
City, State	Sunnyvale
Zip Code	94086
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Cook Server Housekeeper Dishwasher
Are you applying for:	Full-Time
When can you start?	09-04-2019
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM

Saturday AM
Saturday PM
Sunday AM
Sunday PM

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

State age if under 18.
If you are under 18,
hire is subject to
verification that you
are of minimum age to
work.

CA

Are you able to
perform the essential
functions of the job for
which you are
applying?

Yes

Name of School

Live Oak High

City & State

1505 E Main Ave, Morgan Hill, CA 95037

Grade/Degree

12

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")

No

Do you have any
experience, training,

No

qualifications or special skills? (If so, label under "Special")

Are you currently employed? No

Can we contact your current employer? Yes

Name and Address of Employer Randstad
2099 Gateway Pl Suite 260, San Jose, CA 95110

Type of Business Temp-Agency

Phone Number (408) 999-0711

Your Position & Duties Assembly

- Interpret prints, drawings, and sketches
- Perform hand and automatic assembly operations on cabinets and shelves
- Assess work for errors or compliance issues and making corrections when necessary
- Clean and finish sub-assemblies or assemblies using hands or power tools

Date of Employment (from/to): 2018-2019

Reason for Leaving there is no work for me

Still Employed: No

Have you ever been fired from a previous place of employment? no
If yes, please explain:

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain: no

First Name Jose

Last Name Macias

E-mail Address josem@stjosephsgilroy.org

Phone 408 842-6662

Relationship: Friend

Years Acquainted: 3

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

(Checked box indicates acknowledgement)

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.

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital
Signature (Type
Name):

Antoinette Lopez

Date:

09-04-2019

Please Attach Resume
Below

Lopez, Antoinette1 Resume.docx

You can [edit this submission](#) and [view all your submissions](#) easily.

WAREHOUSE PROFESSIONAL

Warehouse Operations ■ Cycle Counts ■ Effective Service Delivery

Warehouse Operations Professional with 10+ years of combined Effective Warehouse and Service Delivery experience. Seeking to acquire a career within a thriving company where my strong Professional and Communications skills will contribute to its overall success.

Core Competencies

Warehouse Operations	Effective Customer Services	Lift 35 Lbs.
Excellent Communication Skills	Merchandise/Food Packaging	Conversational Spanish

PROFESSIONAL EXPERIENCE

Product Packer

Ranstad – Morgan Hill, CA | February 2018 – March 2018

- Preparing ice cream products by packaging and prepping for shipments
- Received, stored and distributed products
- Loaded and unloaded shipments
- Coordinated material transfers
- Packed and unpacked orders as and when instructed
- Verified quantities and items being shipped

Janitor

Able – Santa Clara, CA | August 2017 – Nov 2017

- Cared, maintained and cleaned assigned facilities
- Cleaned and sanitized rest rooms and their related fixtures
- Swept, dusted, vacuumed and polished floors and equipment
- Emptied, cleaned and sanitized waste containers
- Identified and reported building maintenance requirements

Apparel Labeling

Shoe Palace Corporate Operations Warehouse – Morgan Hill, CA | Oct. 2016 – Jan. 2017

- Warehouse Operations Professional
 - Received written order requests, pulled and processed orders in a Fast Paced Environment
 - Checked to ensure correct and proper merchandise order requisition
 - Packaged and labeled in preparation for shipment
 - placed in appropriate floor locations for shipment delivery
 - Ensured that floor was always kept clean & free of debris in compliance with OSHA
-

70%

- d 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
- d 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
- b 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- e 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
- a 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
- b 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

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Antoinette Lopez
Start Date: 9/5/2019

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: 1871 The Alameda Ste 110 San Jose, CA 95126
Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: \$20/hr for FB only 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

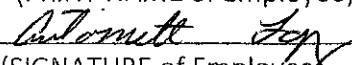
(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

9/5/2019
(Date)

Antoinette Lopez
(PRINT NAME of Employee)


(SIGNATURE of Employee)

9/5/19
(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.

Acrobat

outsourcing

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: Antoinette Lopez Date: 9/5/19

Signature: Antoinette Lopez

