NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: _Juan Galvez_

Start Date: _9/6/19_

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:
303 Hegenberger Road Suite 300, Oakland, CA. 94621

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: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: _Cashier $16.00 Parker: $17.00 Server: $16.50_ Overtime Rate(s) of Pay: _1.5X_

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**

DLSE-NTE (rev 9/2014)

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)

K·M·Sowells

(PRINT NAME of Employer representative)

KMS

(SIGNATURE of Employer Representative)

_9/6/19_

(Date)

Juan Galvez

(PRINT NAME of Employee)

(SIGNATURE of Employee)

_9/6/19_

(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.

DLSE-NTE (rev 9/2014)

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 _Juan Galvez_ Date: _5/6/19_

Home Telephone (_415_)_516-7240_ Other Telephone (_415_)_498-0923_

Present Address _1555 Hayes St A206_

Permanent Address, if different from present address: _____

Email Address _Juanitogalvez4@gmail.com_

EMPLOYMENT DESIRED

Position applying for: _Server_ Salary desired: _____

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

_N/A_

Are you applying for: Full-time work? Yes _X_ No___ Part-time work? Yes___ No___

Temporary work, e.g., summer or holiday work? Yes___ No___ From: _____ To: _____

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 ☐

Could you work overtime, if necessary? Yes _X_ No___ If hired, on what date could you start working?
ASAP

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	All Day		All Day		All	All	All
PM		4-Close		4-Close	Day	Day	Day
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							

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?
Abrham Lincoln h.S	CA, San Francisco	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
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: Ive friend other people Servers.			

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_X_

Name and Address of Employer _Benihana_

Type of Business _Resternt_ Telephone No. (__) _____ Supervisor's Name _Andrea_
Your Position and Duties _Server_

Dates of Employment: From _2/19_ To _8/19_

Reason for Leaving: _We parted ways_

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: _____

_____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?   Yes___   No___
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: _____   Telephone No.   (_____) _____

Address _____

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

Name: _____   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

JG   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.

JG   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.

JG   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.

JG   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.

JG   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 _____ Date 9/6/19

Multiple Choice

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

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

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

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

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

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

_E_ Scullery

_G_ Queen Mary

_D_ Chaffing Dish

_A_ French Passing

_B_ Russian Service

_F_ Corkscrew

_C_ 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
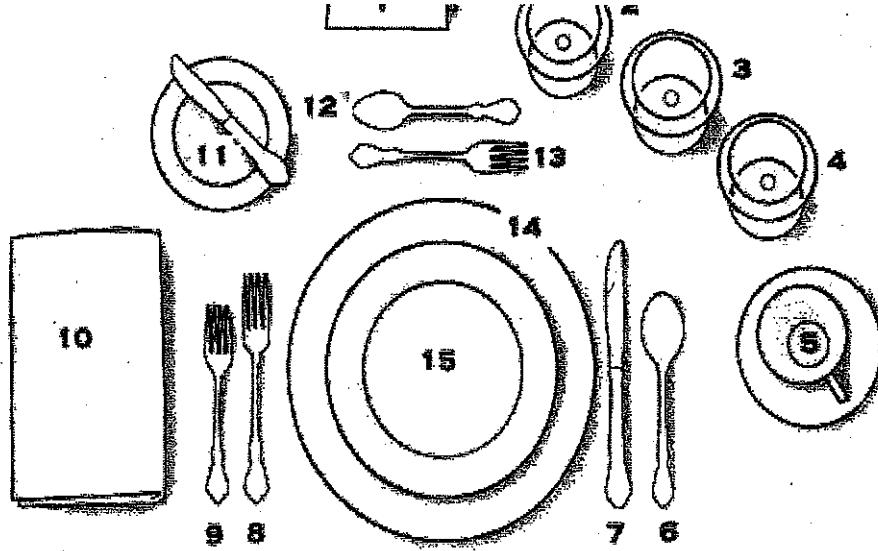
Match the Number to the Correct Vocabulary

_9_   Dinner Fork

_5_   Tea or Coffee Cup and Saucer

_7_   Dinner Knife

_3_   Wine Glass (Red)

_8_   Salad Fork

_14_   Service Plate

_4_   Wine Glass (White)

_10_   Napkin

_11_   Bread Plate and Knife

_1_   Name Place Card

_12_   Teaspoon

_6_   Dessert Fork

_12_   Soup Spoon

_15_   Salad Plate

_2_   Water Glass

Fill in the Blank

1. The utensils are placed ____ 2 ____ inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? _Milk & Sugar_ .

3. Synchronized service is when: _____

4. What is generally indicated on the name placard other than the name? _Reserved_ .

5. The Protein on a plate is typically served at what hour on the clock? _12 oclock_ .

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
   inform the chef Also put it in the computer/Pos.
   System, ~~chest~~

1) A roll of quarters is worth?
    a) $5.00
    (b) $10.00
    c) $15.00
    d) $20.00

2) A roll of dimes is worth?
    (a) $5.00
    b) $4.00
    c) $3.00
    d) $2.00

3) A roll of nickels is worth?
    a) $8.00
    b) $6.00
    c) $4.00
    (d) $2.00

4) A roll of pennies is worth?
    a) $1.00
    b) $0.75
    (c) $0.50
    d) $0.25

5) What does POS stand for?
    a) Patience over standards
    b) Percentage of sales
    (c) Point of sales
    d) People over service

6) What is the current sales tax rate in your city ___6 %___?

7) A customer buys a bowl of soup for $1.25, an apple $0.90 and a soda is $0.79. If you are given $10.00 how much change should you give back?
    a) $4.06
    b) $2.06
    (c) $7.06
    d) $5.06

8) A customer buys two shirts for 10.50 each and two ball caps for $7.25 each. If you are given $50.00 how much change should you give back?
    a) $19.50
    (b) $14.50
    c) $9.50
    d) $4.50
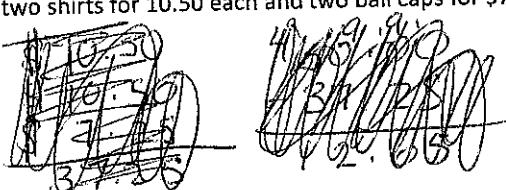
9) A customer buys soda for $3.75 and a hot dog for $4.25. If you are given $20.00 how much change should you give back?
    a) $6.00
    b) $8.00
    c) $10.00
    (d) $12.00

10) A customer buys two hamburgers at $3.75 each, two bags of chips at $1.25 each, two cookies at $2.50 each and two sodas at $3.25 each. If you are given $100.00 how much change should you give back?
    (a) $78.50
    b) $58.50
    c) $38.50
    d) $28.50

100.00
- 21.50
  78.50

3.75
+ 3.75
  7.50

7.50
+ 1.25
  1.25
  10.00

10.00
+ 2.50
  2.50
  15.00
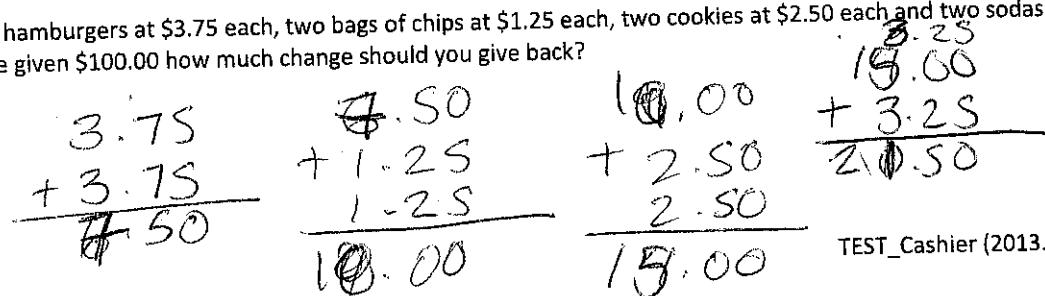
3.25
15.00
+ 3.25
  21.50

Cashier Test   **Score** __ **/ 15**

11) Counterfeit pens should be used on which three denominations?
   a) $20, $50, $100
   b) $10, $20, $50
   (c) $5, $50, $100
   d) $10, $20, $50

12) How many times should you count change when giving it to the customer?
   (a) one
   b) two
   c) three
   d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? __21__

14) What are the acceptable forms of ID for alcohol purchases? __ID or Pasport__

15) How many $20 bills are in a bank band? __500__