

ACROBAT OUTSOURCING
TSC GROUP

Steven Gocke

Taborca ID: 53410

Date of Hire: 9/9/2019

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>Steven Gocke</u>	Interviewer: <u>Ngpc Ho</u>
Date: <u>9/9/2019</u>	Rate of Pay: <u>\$17/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>8</u> /10	<u>80</u> %	Housekeeping	/14	%

<u>Seeking:</u>
<u>Full-Time</u>
Part-Time

Relocation Experience & Summary of Strengths

Total of 3 yrs in Food Service/Hospitality

- currently working construction but want to get back into food service
- dishwasher exp. in Dun Tai Fung & Carl's Jr.
- prefers morning shifts M-F
- might have to take a week off in Nov. b/c he has a son being born

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

<u>Car</u>	Public Transit	Carpool (Rider / Driver)
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LA	OC	<u>prefers Menlo Park area</u>
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TIPS	Serv-Safe	LEAD	<u>Other</u> <u>FHC</u>	Will Submit
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Open	<u>AM only</u>	PM only	<u>Weekdays only</u>	Weekends only
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Details: _____

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	Bow Tie
Other: _____			Other: _____		

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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First Name	Steven
Last Name	Gocke
E-mail Address	sgocke0@gmail.com
Phone	831 664 6274
Address	3147 Hostetter Rd
Unit or Number	3147
City, State	Sanjose, Ca
Zip Code	95132
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Cook Dishwasher
Are you applying for:	Full-Time
When can you start?	09-10-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM Saturday AM Sunday AM
Have you ever applied to or worked for Acrobat before?	No
Do you have any friends or relatives working for Acrobat? If so, please let us know who:	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
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Santa clara county office of education
City & State	Sanjose, Ca
Grade/Degree	Highschool diploma
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")	Yes
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes



Special:	I'm experienced in the relevant employment needed.
Are you currently employed?	Yes
Can we contact your current employer?	Yes
Name and Address of Employer	People ready skilled and trades
Type of Business	Construction
Phone Number	650 261 2100
Your Position & Duties	General laborer
Date of Employment (from/to):	07/2019-To current
Reason for Leaving	Haven't left.
Still Employed:	Yes
Have you ever been fired from a previous place of employment? If yes, please explain:	No
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:	N/A
First Name	Mike
Last Name	Capote
E-mail Address	micheal.c94@gmail.com
Phone	408 561 3327
Relationship:	Old co worker
Years Acquainted:	10
First Name	Serena
Last Name	Melgar
E-mail Address	serenam1225@icloud.com
Phone	408 881 4416
Relationship:	Old co worker
Years Acquainted:	8
First Name	Lazorous
Last Name	Rios
Phone	5106928177
Relationship:	Old boss
Years Acquainted:	6
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)

<p>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.</p>	<p>(Checked box indicates acknowledgement)</p>
<p>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.</p>	<p>(Checked box indicates acknowledgement)</p>
<p>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.</p>	<p>(Checked box indicates acknowledgement)</p>
<p>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.</p>	<p>(Checked box indicates acknowledgement)</p>

I hereby acknowledge that I have read and understand the above statements.	(Checked box indicates acknowledgement)	
Applicant Digital Signature (Type Name):	Steven W. Gocke	
Date:	09-09-2019	
Please Attach Resume Below	My Resumé.docx	

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

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

Employee Name: Steven Gocke
Start Date: 9/9/2019

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: "
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

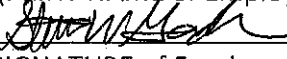
(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

9/9/2019
(Date)

Steven W Gocke
(PRINT NAME of Employee)


(SIGNATURE of Employee)

09/09/2019
(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:

Steven W Locke

Date:

09/09/2019

Signature:

A handwritten signature of Steven W Locke, written in black ink.

Objective:

To find a position where my skills and experience can thrive

Summary:

Hardworking, purpose-driven, hands on team player. My goal is to continue to develop my skills in machinery. I am friendly, professional and communicate well with others. Works in a safe manner and follows all safety policies while performing job duties.

Experience:

01/2015 To 04/2016 Dun Tai Fung. Santa Clara, CA

Dishwasher

- *Collected dirty dishes from 3 cook lines.*
- *Separated and rinsed dishes/utensils /cooking ware*
- *Placed rinsed dirty dishes on racks*
- *Ran the racks thru a high temp cleaning machine.*
- *Neatly put all clean dishes in the right places*

04/2016 TO 09/2018 West Coast Builders INC. Belmont, CA

General Labor

- Residential Demolition
- Clean Up
- Proper disposal of debris
- Renovation/Remodel

09/2018 TO Current AC Interiors Morgan Hill, CA

Taping and Texture

- Preparing of various materials (Mixing mud)
- Seal Joints between plasterboard and other wall board to prepare wall surface for papering/painting
- Spread sealing compound between boards/panels or over cracks/holes/nail heads/screw heads
- Cleaning work station

Education:

2009 TO 2012 Santa Clara County Office of Education San Jose, CA

- High School Diploma

References:

Victor Barerra (408)-518-9147

- Youth Mentor

Marlyn Lopez (408)-759-3855

- Social Services

Other References Available Upon Request

- 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

80%

- 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

- A 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

- T 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

- 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

