

# ACROBAT OUTSOURCING TSC GROUP

Robert Luna

Taborca ID: 53416

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>Robert Luna</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/9/2019</u>	Rate of Pay:
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>9</u> /10	<u>90</u> %	Housekeeping	/14	%

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

Total of 3yrs in Food Service/Hospitality

- 3yrs dishwasher exp at Bon Appetit through Compass
- prefer mornings M-F
- okay w/ weekends, on-call

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

<u>Car</u>	Public Transit	Carpool ( Rider / Driver )
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LA	OC	<u>Sunnyvale Santa Clara MV</u>
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TIPS	Serv-Safe	LEAD	<u>Other</u> <u>FHC</u>	<u>Will Submit</u>
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Open	AM only	PM only	Weekdays only	Weekends only
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Details: See above

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

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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First Name	Robert
Last Name	Luna
E-mail Address	Luna_Robert1218@yahoo.com
Phone	16507760096
Address	865 Burbank Dr.
Unit or Number	3
City, State	Santa Clara
Zip Code	95051
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Dishwasher
Are you applying for:	Full-Time Part-Time
When can you start?	09-30-2019
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
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	Los Altos high school
City & State	Los Altos , ca
Grade/Degree	Hsd
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, qualifications or special skills? (If so, label under "Special")	No
Are you currently employed?	No
Can we contact your current employer?	No



Name and Address of Employer	865 Burbank Dr. 3
Type of Business	Bsp shipping
Phone Number	Idk
Your Position & Duties	Driver
Date of Employment (from/to):	3/2018
Reason for Leaving	2/2019
Still Employed:	No
First Name	Jamicae
Last Name	Valdez
E-mail Address	<a href="mailto:jamicaevaldez@yahoo.com">jamicaevaldez@yahoo.com</a>
Phone	4083189718
Relationship:	Co worker
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)
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.	(Checked box indicates acknowledgement)
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 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.	(Checked box indicates acknowledgement)
I hereby acknowledge that I have read and understand the above statements.	(Checked box indicates acknowledgement)
Applicant Digital Signature (Type Name):	Robert Luna
Date:	08-31-2019
Please Attach Resume Below	rl resume 2019.doc

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



Robert Luna

865 Burbank Dr. #3

Santa Clara, CA 95051

(650)- 776 - 0096

Luna Robert1218@yahoo.com

Objective: Looking for positions that will open new opportunities. Jobs that will help me rise in the future.

Work skills:    -Customer Service       - stock               - Some computer working skills

Personal Skills: - Flexible                       -Hard Worker               -Team Player

                     -Fast learner               -Reliable               - Punctual

Education:       Los Altos High School, Los Altos, CA

Experience:               Target in Mountain View, CA

08/06-02/07               Electronics

My responsibilities were to give my best customer service possible. Being in charge of restocking and checking merchandise from the backroom. Making sure signs and prices of items are correct. Cleaning my department as well as organizing and making sure everything is in correct place.

Safeway grocery store in Mountain View, CA

10/07-02/08               Courtesy Clerk, Customer Service, Bagger

My responsibilities at Safeway were to bag customer's groceries as well as helping them to their cars. I also cleaned the store. I took care of restocking and organizing the carts. Getting people whatever they needed.

Toys"R"us in Sunnyvale, CA

08/11-12/11               Seasonal Cashier

Marriot Residence Inn

4/12-7/12               Houseman

My Job was to empty out all trash all around hotel. Than vacuum the gym. After that clean and mop the break room. Than clean guest laundry room. After all that I would wash and dry the towels than fold them in the housekeeping laundry also would sweep and mop housekeeping laundry and mop the lobby in hotel. And lastly mop lobby restroom and restore anything the restroom .



11/12-1/15

Kawahara Nursery

Merchandiser

Drive to different home depots and stock flowers in the nursery.

make Signage and build displays. sweep and water the flowers.

11/2014 - 10/2017

Compass Group at Google

FOOD TRANSPORTER/DELIVERY DRIVER

Picks up requisitioned supplies from staging clerk.

Receives completed production orders from staging clerk. Inventories items to ensure completion of production orders.

Loads orders onto truck with assistance of staging clerks in a safe, orderly manner.

Unloads requisitioned materials at delivery site.

Follows sanitation and safety guidelines when handling food and equipment.

Ensures hot and cold food items are kept in compliance with company standards and meet all sanitation and safety requirements.

Collects empty containers and rejected or unsold merchandise.

Responsible for general cleanliness of assigned vehicle.

Performs routine maintenance on truck.

Interacts with coworkers to ensure company service standards.

Provides quality customer service via one-on-one attention to detail.

Performs other duties as assigned.

03/18-2/19

Bsp Shipping Inc. (Restaurant Cheetah)

Local Delivery Route Driver

Load vehicle .Unload orders at the customers' location

Provide customer service to Receiver upon delivery

Efficient use of iOS/Android delivery app, Accept and submit customer returns.



Dishwasher Test

Score 9/10

- 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

- 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

- 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

- do 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

90%





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

**EMPLOYEE**

Employee Name: Robert Luna

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: 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, 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): \_\_\_\_\_

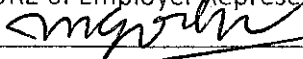
## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

(PRINT NAME of Employer representative)

Ngc Hc

(SIGNATURE of Employer Representative)



(Date)

9/9/2019

(PRINT NAME of Employee)

Robert Luna

(SIGNATURE of Employee)



(Date) 9/9/2019

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:

Robert Luna

Date:

9/9/2019

Signature:

