# ACROBAT OUTSOURCING
TSC GROUP

Joselito Escobar

Taborca ID: 53489

Date of Hire: 9 / 11 / 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

**Applicant Information**

| | |
|---|---|
| Name: Joselito Escobar | Interviewer: Ngoc Ho |
| Date: 9/11/2019 | Rate of Pay: $19/hr |
| Position (s) Applied for: Grill Cook, Prep Cook | Referred by: TCL |

**Test Scores**

| | | | | | |
|---|---|---|---|---|---|
| Server | /35 | % | Bartender | /35 | % |
| Prep Cook | 12 /20 | 60 % | Barista | /15 | % |
| Grill Cook | 31 /40 | 80 % | Cashier | /15 | % |
| Dishwasher | /10 | % | Housekeeping | /14 | % |

**Seeking:** Full-Time / Part-Time

**Relevant Experience & Summary of Strengths**

*Total of* 20 yrs *in Food Service/Hospitality*

- Not currently working
- open, prefers mornings
- Was lead cook at Apple
- worked as prep cook at Aquis
- Was also a line cook at Aramark in San Diego
- Vast experience as grill & prep cook

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

**Transportation**

Car  Public Transit  Carpool ( Rider / Driver )

**Preferred Work Locations**

LA  OC  South Bay

**Certifications**

TIPS  Serv-Safe  LEAD  Other FHC  Will Submit

**Availability**

Open  AM only  PM only  Weekdays only  Weekends only

*Details:*

**Uniform Requirements**

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: |
|---|---|---|
| | | |

*Revised 06/04/2013*

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 Jose Luis Esqueda Date: 9-11-19

Home Telephone (408) 689-7778635 Other Telephone ( ) _____

Present Address 934 Ironwood Dr. San Jose CA 95125

Permanent Address, if different from present address: _____

Email Address Jose1323@Icloud.com

## EMPLOYMENT DESIRED

**Position applying for:** _____ **Salary desired:** _____

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

_____

**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: _____ 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___No___ If hired, on what date could you start working?

_____

*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 | | Am | Am | Am | Am | Am | |
| PM | | | | | | | |
| 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_✓_ If yes, when?_____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___No_✓_ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes_✓_ No___

If hired, can you present evidence of your legal right to live and work in this country? Yes_✓_ 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_✓_ 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? |
|---|---|---|---|
| | | | |
| 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: | | | |

## 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 Apple

Type of Business tech Telephone No. ( ___ ) _____ Supervisor's Name Dylan

Your Position and Duties Line Lead Cook

Dates of Employment: From 2-14 To 6-19

Reason for Leaving: N/A

Name and Address of Employer AQui's

Type of Business Restaurant Telephone No. ( ___ ) _____ Supervisor's Name Leo

Your Position and Duties Prep Cook

Dates of Employment: From 8-12 To 2-14

Reason for Leaving:

Name and Address of Employer Aramark

Type of Business _____ Telephone No. ( ___ ) _____ Supervisor's Name Tom

Your Position and Duties Line Lead cook

Dates of Employment: From 1-07 To 7-09

Reason for Leaving: move back to San Jose

Name and Address of Employer Nordstrom Cafe & Espresso

Type of Business Retail Telephone No. ( ___ ) _____ Supervisor's Name Jim

Your Position and Duties Line cook & espresso bar

Dates of Employment: From 2-02 To 12-14

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: Antonio mena Telephone No. (408) 761-6705

Address

Occupation: RN Relationship: Friend Number of Years Acquainted: 7

Name: Dylan Telephone No. (408) 40[redacted]-2784

Address cupertino

Occupation: Chef Relationship: chef Number of Years Acquainted:

Name: Amy Brittle Telephone No. (619) 221-1332

Address San diego

Occupation: Relationship: manager Number of Years Acquainted:

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

JC 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.

JC 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.

JC 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.

JC 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.

JC 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 Jeff Escobar Date 9-11-19

JOSELITO ESCOBAR
934 Ironwood dr. Apt#4 San Jose, CA. Cell (669)777-8835
Email: jase1323@icloud.com
Objective: To secure a position in which I can apply my skills, training, education and Employment experience thus becoming an asset to your company.

EXPERIENCE

APPLE

2/2014—6/2019 CUPERTINO, CA

LEAD

Promoted to lead line cook station after 5 months
Prepared high-quality cuisine aligned to cafe standards and consistency requirements.
Prepared food items in a timely and hygienic consistently and in compliance with recipes, portioning, cooking and waste control guidelines.
Verified proper portion sizes and consistently attained high food quality standards.
Create menu for the week and order guide making for Dailey
Assists in the preparation of all ingredients to be used during the day.
Orients the entire line cooking team on the production schedule for the day and gives reminders on cleanliness, food handling and adhering to all standards and guidelines.
Constantly monitoring inventory and ordering or prepping additional products
Consistently keeping a clean and sanitized workspace
Complying with all food safety and sanitation guidelines

AQUI'S

8/2012—2/2014. San Jose, CA

Prep cook

Maintained smooth and timely operations in preparation and delivery of meals and kitchen sanitation.
Enhanced and maintained the central standardized recipe and ingredient repository, including nutritional and cost information.
Inspected kitchens to observe food preparation quality and service, food appearance and cleanliness of production and service areas.
Comprehensive knowledge of food and catering trends prepared food items consistently and in compliance with recipes, portioning, cooking, and waste control guidelines

PHONE WARE

7/2009—4/2010 San Diego, CA

Call Center Representative

Helped time warner cable and cox to increase sales
Staffed center for promotional and telemarketing department
Took and place phone order services

ARAMARK

1/2007—7/2009 San Diego,CA

Line cook

Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines
Verified proper portion sizes and consistently attained high food quality standards
Greeted customers and provided service information
Followed all safety and sanitation policies when handling food to uphold the proper health regulation's

NORDSTROM

2/2002—12/2014 San Diego, CA

Line cook, Prep Cook And Barista

Followed the established formulas and recipes according to instructions maintained food quality and Presentation
Skillfully prepared items of the restaurant specials

Carved and display meats, fruits, vegetables and salads refill service lines
Provided sales and cashier assistance to retail department items
Recommend additional products to customers through ongoing interactions, Placed and prepared food and beverages orders and served to customers
Clean the preparation station and bar areas
JIM'S AIR CHARTER
7/2005—8/2006 San Diego, CA
Customer Service Representative
Coordinated and facilitated flights reservations and managed orders
Greeted and assisted passengers
Provided excellent customer service and answered phones
Managed aircraft supplies and organized work area
ERIK'S DELI
9/1999—12/2001 Cupertino, CA
Restaurant manager
Maintained high sales goals and code standards
Manage employees, generated and tracked payroll
Trained new employees assigned duties and maintained schedules
EDUCATION
5/2010 Center for Employment Training San Jose, CA
Medical administrative assistant certificate
Medical manager certificate
No child left Behind and financial literacy certificate
Nutrition Education Program Certificate
3/2007 Family Health Services School of Phlebotomy San Diego, CA
Phlebotomy Technician 1 certificate
AHA, CPR & AED Certification
1997 Fremont High school Sunnyvale, CA
High School Diploma
REFERENCES
ANTONIO MENa registered Nurse, Public Relation Specialist. (408)761-6705
Dylan Chef (408) 401-2784
Amy Brittle service manager (619) 221 1332

Sent from my iPad
Sent from my iPhone

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# Grill Cooks Test

Score 32/40

**Multiple Choice Test** (1 point each)

b 1) **How much time should you take to wash your hands with soap?**
- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

c 2) **The recommended temperature for your refrigerator is...**
- a) 45ºF
- b) 50ºF
- c) 40ºF
- d) 20ºF

80%

d 3) **Food handlers must always wash their hands**
- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

c 4) **The most important reason for having food handlers wear hair restraints is to**
- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

b 5) **Which of these conditions requires immediate corrective action?**
- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

c 6) **Bacteria grow best in the temperature "danger zone" which includes temperatures between?**
- a) 0ºF and 100ºF
- b) 32ºF and 220ºF
- c) 41ºF and 135ºF
- d) 39ºF and 178ºF

d 7) **After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?**
- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

d 8) **Which of the following is NOT an approved method to thaw potentially hazardous foods?**
- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

a 9) **Wiping cloths stored submerged in a bucket of sanitizing solution are for:**
- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

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## Grill Cooks Test

c 10) **Food-handling gloves must be changed frequently and also:**
- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

c 11) **A Julienne is:**
- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

d 12) **A gallon is equal to 128 ounces**
- a) 56
- b) 145
- c) 32
- d) 128

b 13) **How many cups are in a quart?**
- a) 2
- b) 4
- c) 6
- d) 8

a 14) **A Chiffonade is:**
- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

b 15) **Potentially hazardous hot foods must be maintained at an internal temperature of 135 or higher to be safe**
- a) 145º F
- b) 135º F
- c) 160º F
- d) 180º F

c 16) **Which of the following explains the process of poaching?**
- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350º F
- c) Cook gently in water that is hot but not boiling (160º-180º)
- d) Submerge protein in boiling liquid to speed cooking time

c 17) **If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?**
- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

c 18) **Which of the following best describes braising?**
- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

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## Grill Cooks Test

a 19) **Which of the following best describes the process of Caramelization?**
- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

a 20) **What temperature should chicken be cooked to?**
- a) 145ºF
- b) 155ºF
- c) 165ºF
- d) 175ºF

a 21) **What temperature should ALL ground meat be cooked to?**
- a) 145ºF
- b) 155ºF
- c) 165ºF
- d) 175ºF

a 22) **What temperature should fish be cooked to?**
- a) 145ºF
- b) 155ºF
- c) 165ºF
- d) 175ºF

23) **What is a roux and what is it used for? (2 points)**

-1 Roux ~~a texture~~
Roux is a method of thickening sauce or stews

24) **What is the process of making clarified butter, and why is clarified butter used? (3 points)**

start by melting unsalted butter in a saucepan one is melted continue to heat until it comes gently boil

25) **What are the 5 mother sauces? (5 points)**
1. bechamel
2. velouté
3. espagnole
4. Hollandaise
5. tomato

-1 26) **What does it mean to season a grill and why is this process important? (3 points)**

is important to give grilled food better texture

27) **What are the ingredients in Hollandaise sauce? (5 points)** melted

eggs yolk, cream, butter

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# Prep Cooks Test

**Score** 12 / 20

**Multiple Choice** (1 point each)

d 1) **A gallon is equal to _____ounces**
- a. 56
- b. 145
- c. 32
- d. 128

c 2) **Mesclun are what type of vegetable?**
- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

60%

b 3) **What does the term braise mean?**
- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

a 4) **At what internal temperature must chicken be cooked so that it is safe to eat?**
- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

a 5) **How do you blanche vegetables?**
- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

d 6) **Which of the following** ingredients would you pack before measuring?
- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

b 7) **What is Al Dente?**
- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

a 8) **Food should be left out no more than**
- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

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# Prep Cooks Test

b or c 9) **Which is the improper way to thaw frozen food?** depending for what day you needed

a. In the fridge
b. In a sink with cold water
c. On the counter
d. In the microwave

a 10) **Which of the following can you use to put out a grease fire?**

a. Baking Soda
b. Baking Powder
c. Flour
d. Water

b 11) **What is the temperature range of the danger zone?**

a. 25-135
b. 40-140
c. 50-160
d. 30-130

b 12) **Which of the following is listed from smallest to largest?**

a. Dice, chop, mince
b. Mince, chop, dice
c. Chop, dice. Mince
d. Mince, dice, chop

a 13) **Which direction should pan handles be turned while cooking on the stove?**

a. Over the fire at all times
b. Turned towards you for better control
c. Turned towards the right or left at all times
d. Over the countertop at all times

c 14) **When you poach something, you cook it with what?**

a. Noodles
b. Vegetables
c. Liquid
d. Oil

b 15) **Which spoon is used to remove fat from soups and stews**

a. Basting Spoon
b. Ladle
c. Slotted Spoon
d. Portion Spoon

b 16) **Which of the following means to cook in a small amount of fat?**

a. Season
b. Sauté
c. Broil
d. Boil
e. Fry

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# Prep Cooks Test

b 17) **What is a Julien cut?**
   a. Food cut into long thin strips, matchstick
   b. Food cut into long thin strips then turned and cut into a 1/8' dice
   c. Food diced into finely chopped and uniform pieces
   d. Cutting and peeling into oblong seven sided football like shapes

C 18) **To cook a food in a pan without browning over low heat until the item softens and releases moisture.**
   a. Sweat
   b. Boil
   c. Roast
   d. Grill

**Fill-in the Blank** (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Onions: to cut into very small pieces when uniformity of size and shape is not important.
chop

# NOTICE TO EMPLOYEE

***Labor Code section 2810.5***

**EMPLOYEE**

Employee Name: Joselito Escobar

Start Date: 9/11/2014

**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: $19/hr Overtime Rate(s) of Pay: $28.5/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 | Joselito Escobar |
| (PRINT NAME of Employer representative) | (PRINT NAME of Employee) |
| (SIGNATURE of Employer Representative) | Joselito Escobar (SIGNATURE of Employee) |
| 9/11/2019 | 9/11/2019 |
| (Date) | (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.

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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.

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| **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: Joselito Escobar Date: 9/1/2019

Signature: Joselito Escobar