

ACROBAT OUTSOURCING

TSC GROUP

Carlos Guerra

Taborca ID: 53514

Date of Hire: 9/12/2019

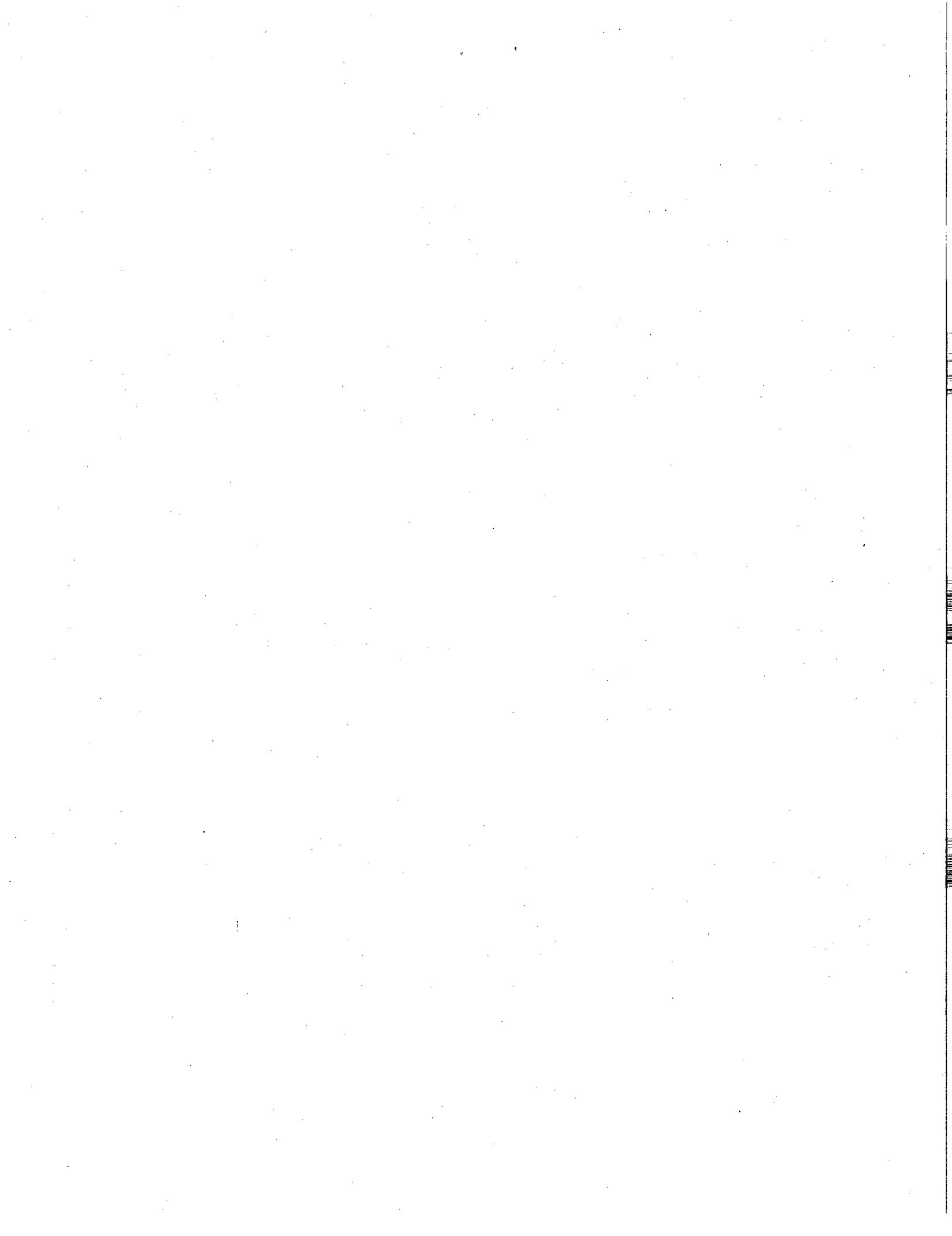
Date of Re-Act: / /

- 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: Carlos Guerra
 Date: 9/12/2019
 Position (s) Applied for:
Cashier/concessions

Interviewer: Ngoc Ho
 Rate of Pay: \$19/hr
 Referred by: CL

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Full-Time
Part-Time

Total of 0 in Food Service/Hospitality

- not currently working
- change of career from accounting
- looking for informal, not steady
- open
- hired just for Levi's

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

Car

Public Transit

Carpool (Rider / Driver)

LA

OC

South Bay

TIPS

Serv-Safe

LEAD

Other FFK

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

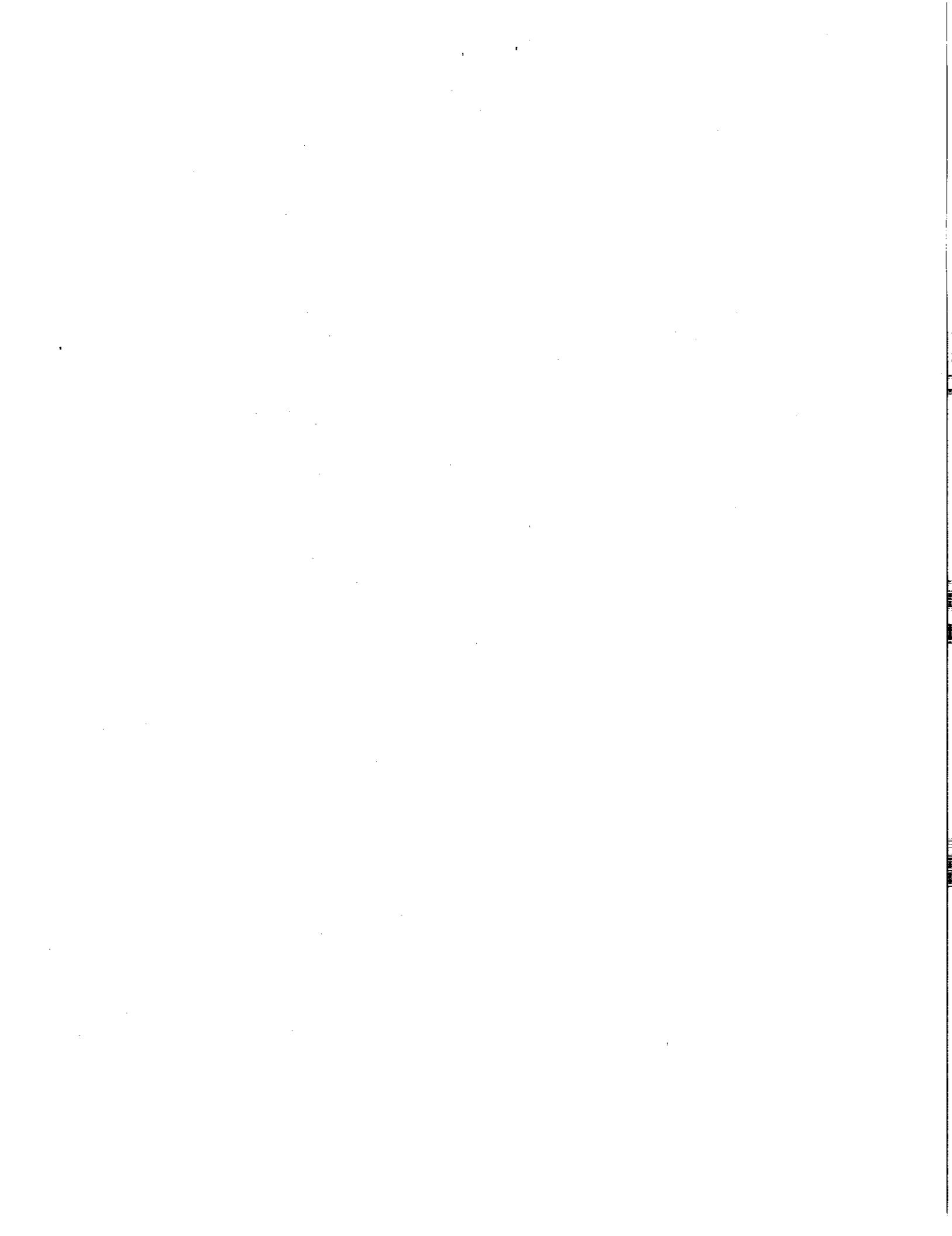
Bow Tie

Other:

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

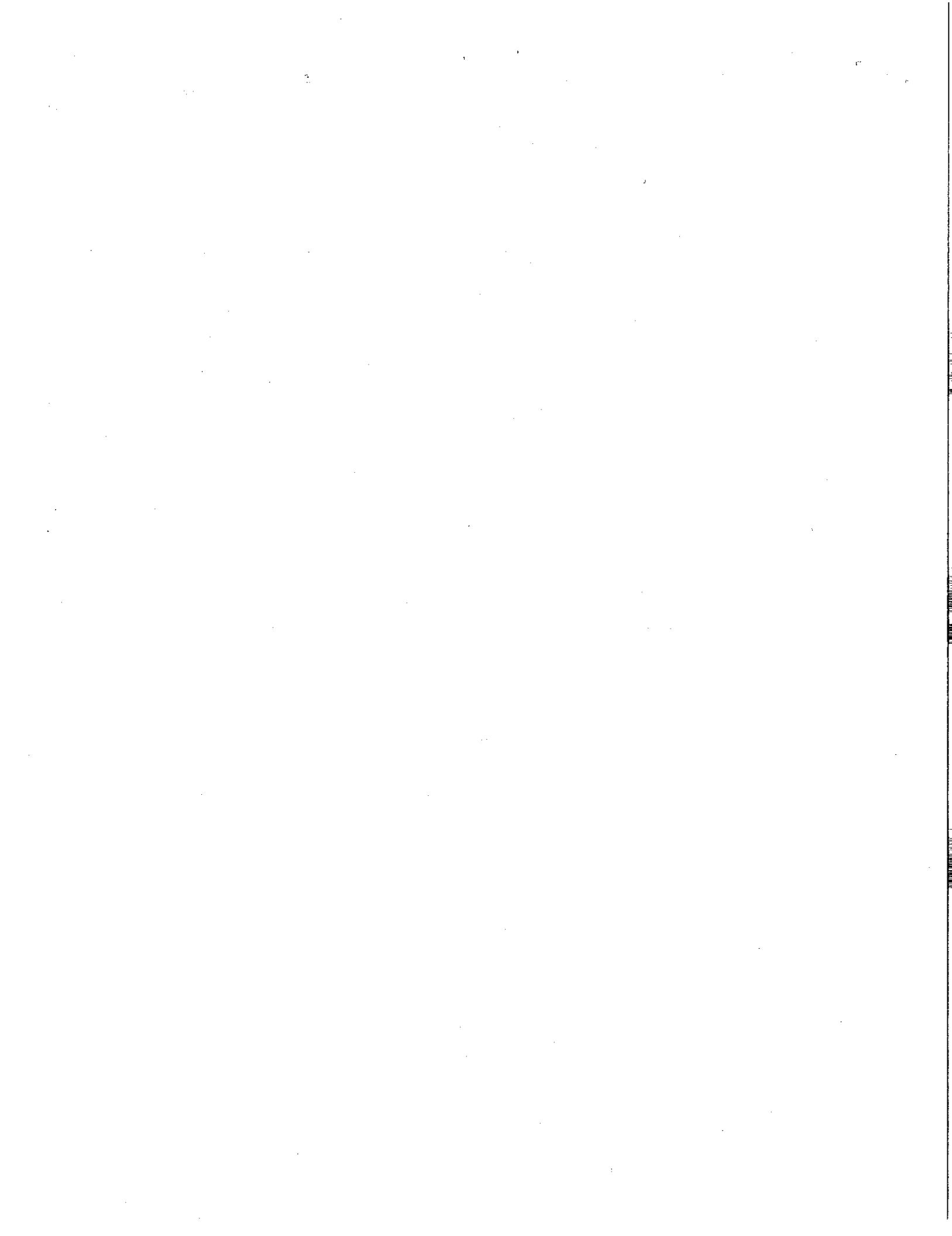


McKenna Brewer

From: JotForm <noreply@jotform.com>
Sent: Wednesday, September 11, 2019 1:06 PM
To: TEAM_SanJose
Subject: Re: Employment Application San Jose



First Name	Carlos
Last Name	Guerra
E-mail Address	koguerra@gmail.com
Phone	650-224-2730
Address	905 W Middlefield RD.
Unit or Number	984
City, State	Mountain View, C
Zip Code	94043
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	cashier/concessions
Are you applying for:	Part-Time
When can you start?	09-16-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM 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

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

Yes

Name of School

University of Puerto Rico

City & State

San Juan, Puerto Rico

Grade/Degree

MBA

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")

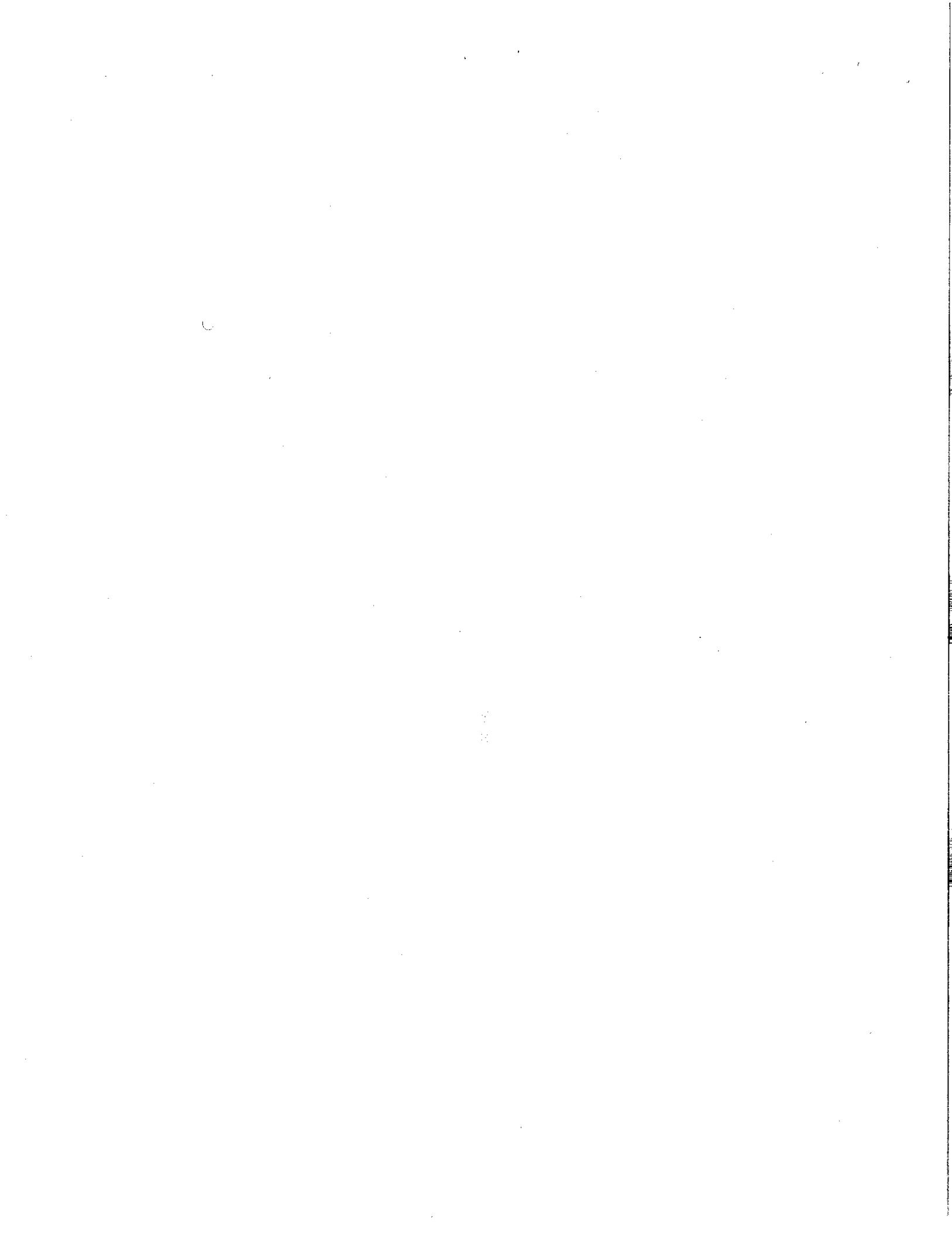
Yes

Special:

Accounting/ QB

Are you currently
employed?

No



Can we contact your current employer?

No

Name and Address of Employer

Levett Properties
Palo Alto, CA

Type of Business

Real Estate Investment

Phone Number

650-321-0440

Your Position & Duties

Property accountant
full accounting cycle
P&L
GL
bank reconciliations

Date of Employment (from/to):

02/2013 - 10/2017

Reason for Leaving

accounting moved to Carmel, CA

Still Employed:

No

First Name

Ivan

Last Name

Ramirez

E-mail Address

ivangrami@outlook.com

Phone

650-391-4526

Relationship:

coworker

Years Acquainted:

5

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

(Checked box indicates acknowledgement)



shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

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.

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.

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)



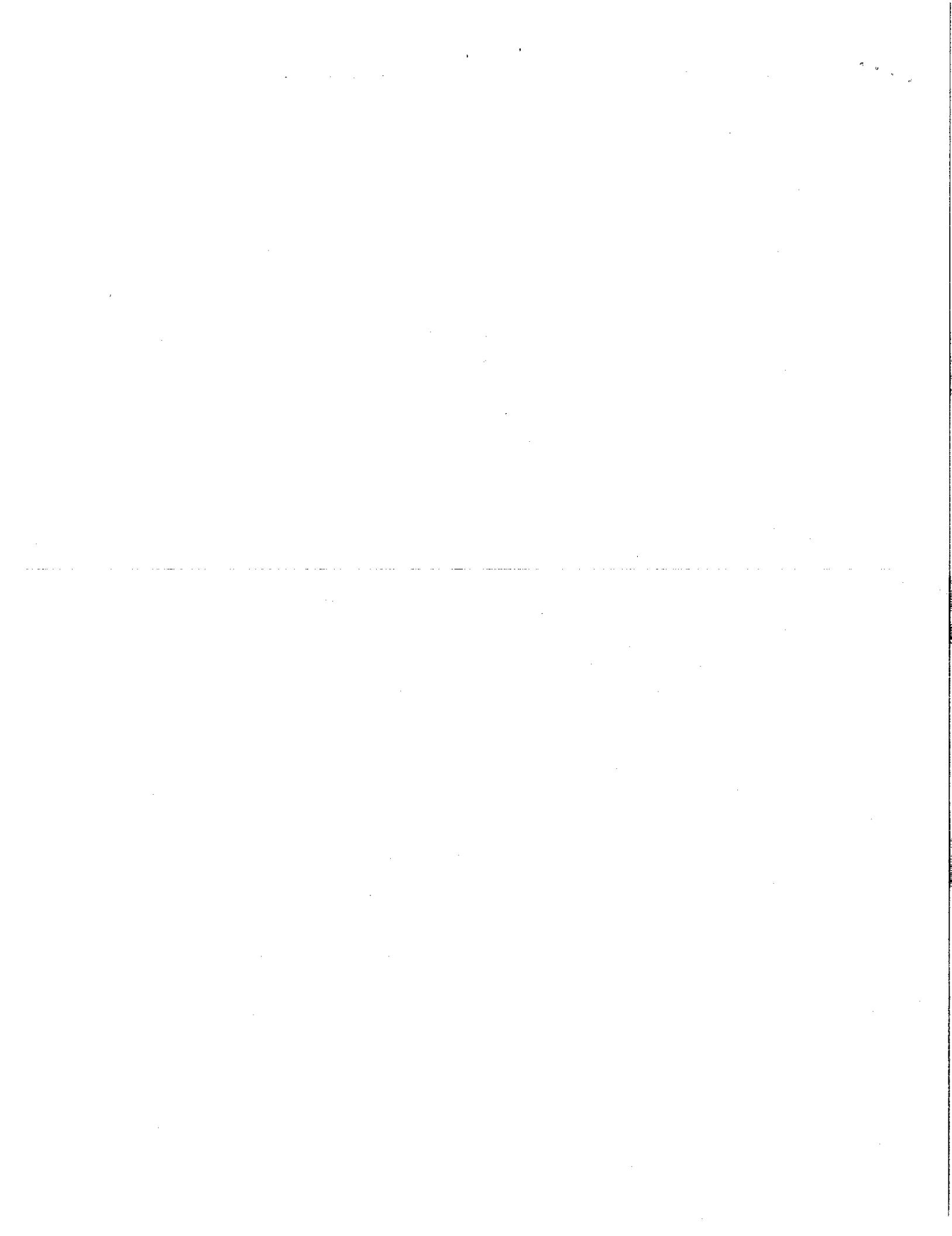
education, and/or
criminal history, which
may be in the files of
any federal, state, or
local criminal justice
and law enforcement
agency and general
public records history.

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)

Acrobot 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

(Checked box indicates acknowledgement)



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):

Carlos M. Guerra

Date: 09-11-2019

Please Attach Resume
Below

Carlos-Resume 01-15-2019.doc

You can edit this submission and view all your submissions easily.



Carlos M. Guerra Sierra

905 W. Middlefield RD. #984
Mountain View, CA 94043
Mobile 650.224.2730
koguerra@gmail.com

WORK EXPERIENCE

Grid Alternatives 11/17 – Present
Volunteer

LeVett Properties, Palo Alto 02/13 – 10/2017
Property Accountant, Commercial Real Estate

- Reports to owners and director
- Management experience
- Manage staff of 2 accountants
- Financial reports
- Budget, forecast and variance
- Cash flow management and analysis
- All general accounting and GL functions
- Month End close activities
- Special projects

Berg Holdings, Sausalito, CA
Senior Accountant, Commercial Real Estate

02/08 – 02/13

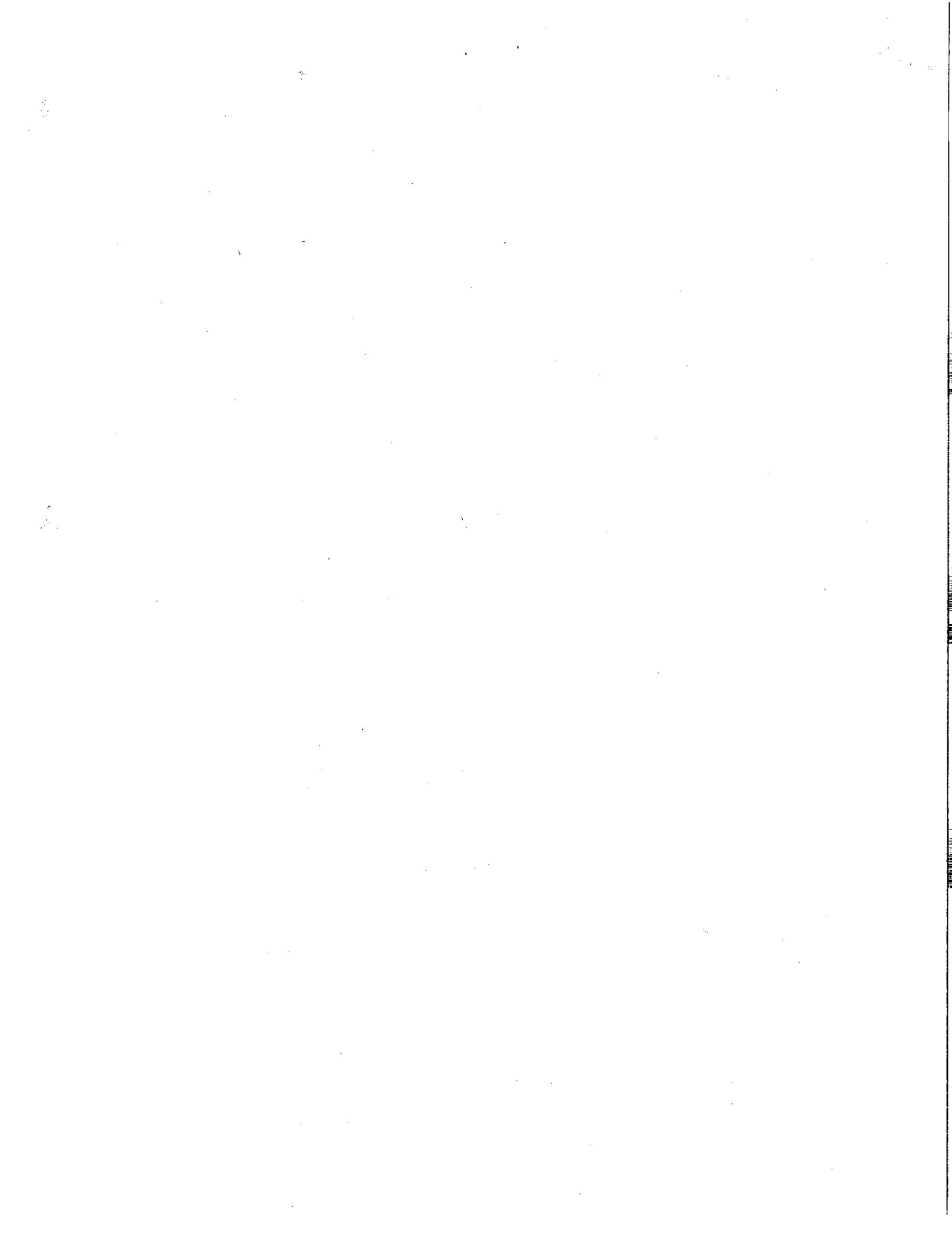
- Manage the accounting function on a daily basis, including AR, AP, journal entries, reversals, cash management, chart of accounts, assets, etc
- Prepare monthly reporting package which includes income statement, balance sheet, cash flow, actual /budget variance analysis, and financial statement analysis
- Prepare / review the recording of transactions into the general ledger
- Prepare monthly / quarterly accounts reconciliations
- Manage daily cash receipts and deposits, including reconciling bank accounts
- Payroll processing

Consumer Credit Counseling Service- San José, CA
Certified Counselor

First Choice Brokers, San José, CA
Real Estate Brokerage & Mortgage Financing

Government Development Bank for Puerto Rico, San Juan., PR
Deputy Director, Office of Economic Studies and Analysis

Guerra Sierra & Asociados, Consulting Services, San Juan, PR
Economic Consultant



Banco Popular de Puerto Rico, San Juan, Puerto Rico

- **Strategic Planning Division, Financial Analyst**
- **Economic Research Division, Administrative Officer**
- **International Division, Foreign Exchange Officer**

Citicorp Person to Person Inc., Jacksonville, Florida

- **Financial Analyst**

EDUCATION

- University of Puerto Rico, BA Economics
- University of Puerto Rico, MBA Major in Quantitative Methods

SKILLS:

- Strong financial acumen and modeling skills
- Quick to learn new concepts and processes
- Very diverse financial and economic background
- Excellent at presenting technical concepts to senior management
- Very strong team player and able to build solid working relationships with partners and other teams
- Committed to process excellence as being the primary driver for high quality and shareholder value
- Fluent in Spanish
- Microsoft Office, Word, PowerPoint, Excel
- Quicken, QuickBooks, AMSI
- Aremos



NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Carlos Guerra
Start Date: 9/21/2015

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: Intego USA Inc. dba Intego 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)

Intego
(SIGNATURE of Employer Representative)

9/12/2019
(Date)

Carlos M. Guerra
(PRINT NAME of Employee)

09/12/2019
(SIGNATURE of Employee)

09/12/2019
(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:

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: CARLOS M. GUERRA Date: 09/12/2019

Signature: 