

# 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 Interviewer: Ngoc Ho  
 Date: 9/12/2019 Rate of Pay: \$19/hr  
 Position (s) Applied for: Cashier/Concessions Referred by: CL

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

Seeking:  
 Full-Time  
☒ Part-Time

## Additional Information & Summary of Details

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 FIR ☒ Will Submit

☒ Open AM only PM only Weekdays only Weekends only

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: \_\_\_\_\_



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



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.

(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,

(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)

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 (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](mailto:koguerra@gmail.com)

## WORK EXPERIENCE

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**Grid Alternatives**  
**Volunteer**

**11/17 – Present**

**LeVett Properties, Palo Alto**  
**Property Accountant, Commercial Real Estate**

**02/13 – 10/2017**

- 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**

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

**SKILLS:**

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- 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: 9/12/2019

**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: \$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, 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:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  - requesting or using accrued sick days;
  - attempting to exercise the right to use accrued paid sick days;
  - filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  - 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

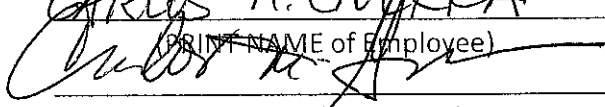
*(Optional)*

Ngoc Ho  
(PRINT NAME of Employer representative)

  
(SIGNATURE of Employer Representative)

9/12/2019  
(Date)

CARLOS M. GUERRA  
(PRINT NAME of Employee)

  
(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:

# 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: CARLOS M. GUERPA Date: 09/12/2019

Signature: 