ACROBAT OUTSOURCING
TSC GROUP

Angelo Martinez

Taborca ID: __5353(__

Date of Hire: __9__ / __13__ / __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:	~~Ngia~~ Angelo Martinez	Interviewer:	Ngoc Ho
Date:	9/13/2019	Rate of Pay:	$19/hr
Position (s) Applied for: Cashier/Concessions		Referred by:	~~&~~ Indeed

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

(Full-Time)
(Part-Time)
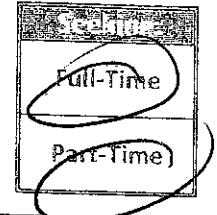
Total of __0yrs__ in Food Service/Hospitality

- open, no preference
- okay, on-call
- previous cashier exp. at car wash
- Hired just for Levis

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

Car   Public Transit   Carpool (Rider / Driver) Uber

LA   OC   South Bay

TIPS   Serv-Safe   LEAD   Other _FHC_____   (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:

Revised 06/04/2013

Angelo Martinez
Isaiahmartinez197@gmail.com

First Name	Angelo
Last Name	Martinez
E-mail Address	Isaiahmartinez197@gmail.com
Phone	6692785909
Address	800 Hillsdale ave.
Unit or Number	Apt.532
City, State	San Jose
Zip Code	95136
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Server
Are you applying for:	Full-Time Part-Time
When can you start?	Sep 16, 2019
Can you work overtime?	Yes
How did you hear about us?	Social Media

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	Los Banos valley community
City & State	Los Banos,CA
Grade/Degree	High school 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")	No
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	Capitol premier carwash 725 Capitol expressway
Type of Business	Retail
Phone Number	4089797811
Your Position & Duties	Mid shift/ closing Stocking and cleaning up bathrooms and store
Date of Employment (from/to):	September 2018-September 2019
Reason for Leaving	Let go
Still Employed:	No
Name and Address of Employer	Walmart 1450 Monterey Rd.
Type of Business	Retail
Phone Number	4084544508
Your Position & Duties	Stockman Breakdown pellets and move merchandise to floor
Date of Employment (from/to):	July2018-September 2018
Reason for Leaving	New job
Still Employed:	No
Name and Address of Employer	Ups 1999 S. 7th St.
Type of Business	Labor
Phone Number	6692785909
Your Position & Duties	Preloaded Load all boxes into the correct truck
Reason for Leaving	Holliday help
Still Employed:	No
First Name	Yvonne
Last Name	Martinez
E-mail Address	yvonne_martinez_2006@yahoo.com
Phone	4085616818
Relationship:	Family
Years Acquainted:	21
First Name	Ricko
Last Name	Hairell

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.

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):

Angelo Martinez

Date:

Sep 13, 2019

Please Attach Resume Below

<u>3E398176-37F2-44AF-B069-38016DD139CC.png</u>

Phone   4085718842

Years Acquainted: 6

First Name   Marian

Last Name   Rodriguez

Phone   4084218244

Relationship: Family friend

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 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

(Checked box indicates acknowledgement)

Angelo Isaiah Martinez

800 Hillsdale Ave Apt 332, San Jose, CA, 95136 | +1(408)861-1093 . Isaiahmartinez1970@gmail.com

Objective I'm interested in working as a full-time employee. I would like to expand my knowledge and do the best of my ability to accomplish any task I am asked to carry out.

Qualifications

* Great customer service
* Great communication
* Cooperate well with co-workers and customers
* Quick learner
* Not afraid of asking questions

Education

* Los Banos Valley High School, Los Banos, CA
* High School Diploma | June 2017

Experience

January-February 2015 · Past Cashier · Jack in the box · 3367 El Camino Real, Santa Clara, CA · My responsibilities as cashier were to take orders and give good customer service.

November-January 2016-2017 · Past Seasonal driver · UPS · 1345 Hammerwood Ave , Sunnyvale, CA | My responsibilities were to help UPS drivers package pick ups and get signatures for each drop off package.

March 2018- Present Back stock | Walmart | 1450 Monterey st., San Jose, CA | My responsibilities are to break down receiving boxes from delivery and restock shelves.

Awards & Acknowledgements

* I have an award from a youth program I volunteered in helping young kids with emotional and physical abuse.
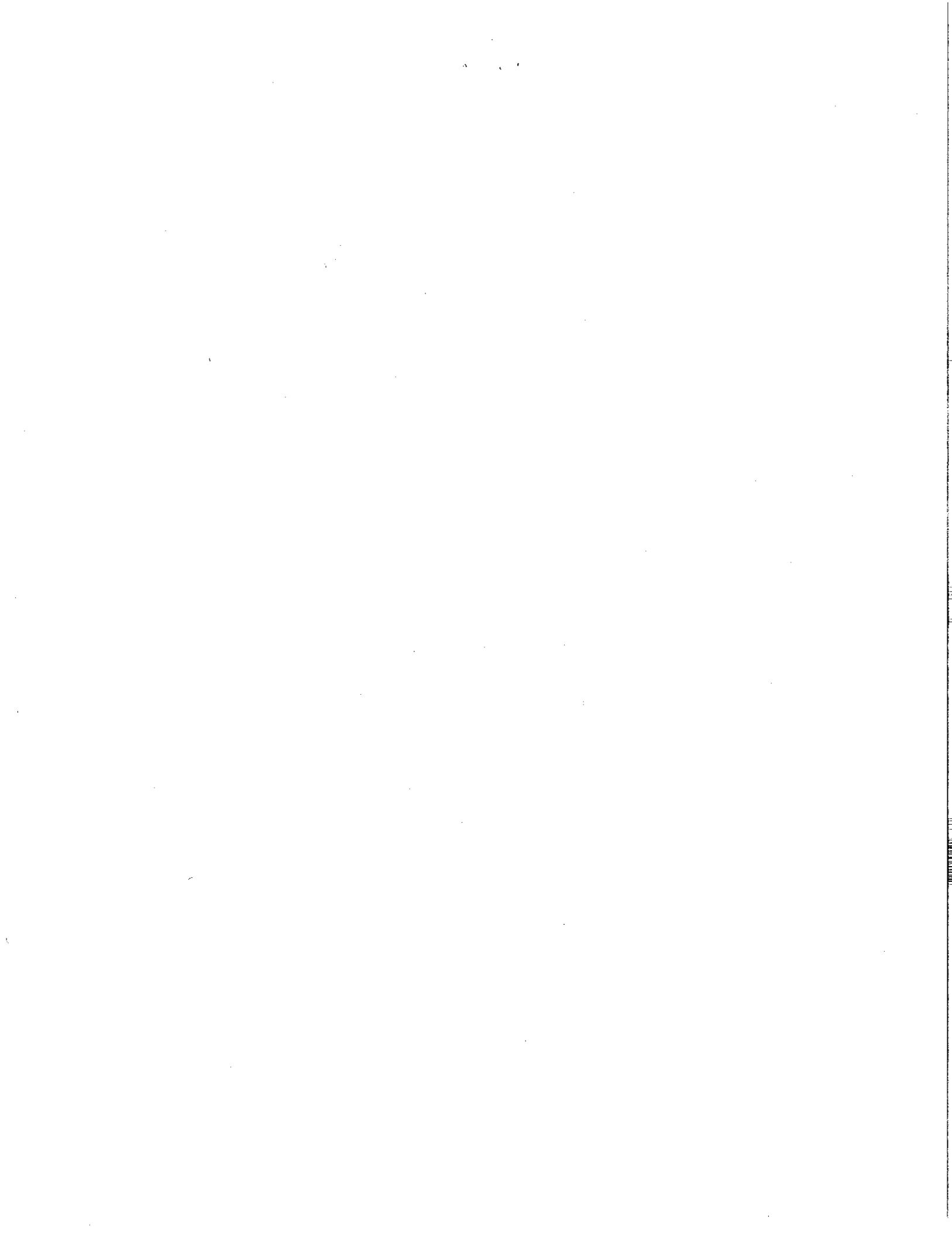
NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Angelo Martinez

Start Date: 9/13/2019

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

DLSE-NTE (rev 9/2014)

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)
_____
(SIGNATURE of Employer Representative)

9/13/2019
_____
(Date)

_____
(PRINT NAME of Employee)

angelo Martinez
_____
(SIGNATURE of Employee)

_____
(Date) 9-13-2019

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.

DLSE-NTE (rev 9/2014)

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: _Angﬂo Martinez_ Date: _9-13-2019_

Signature: _____