

ACROBAT OUTSOURCING

TSC GROUP

Arturo Urrutia

Taborca ID: 53665

Date of Hire: 9/19/2019

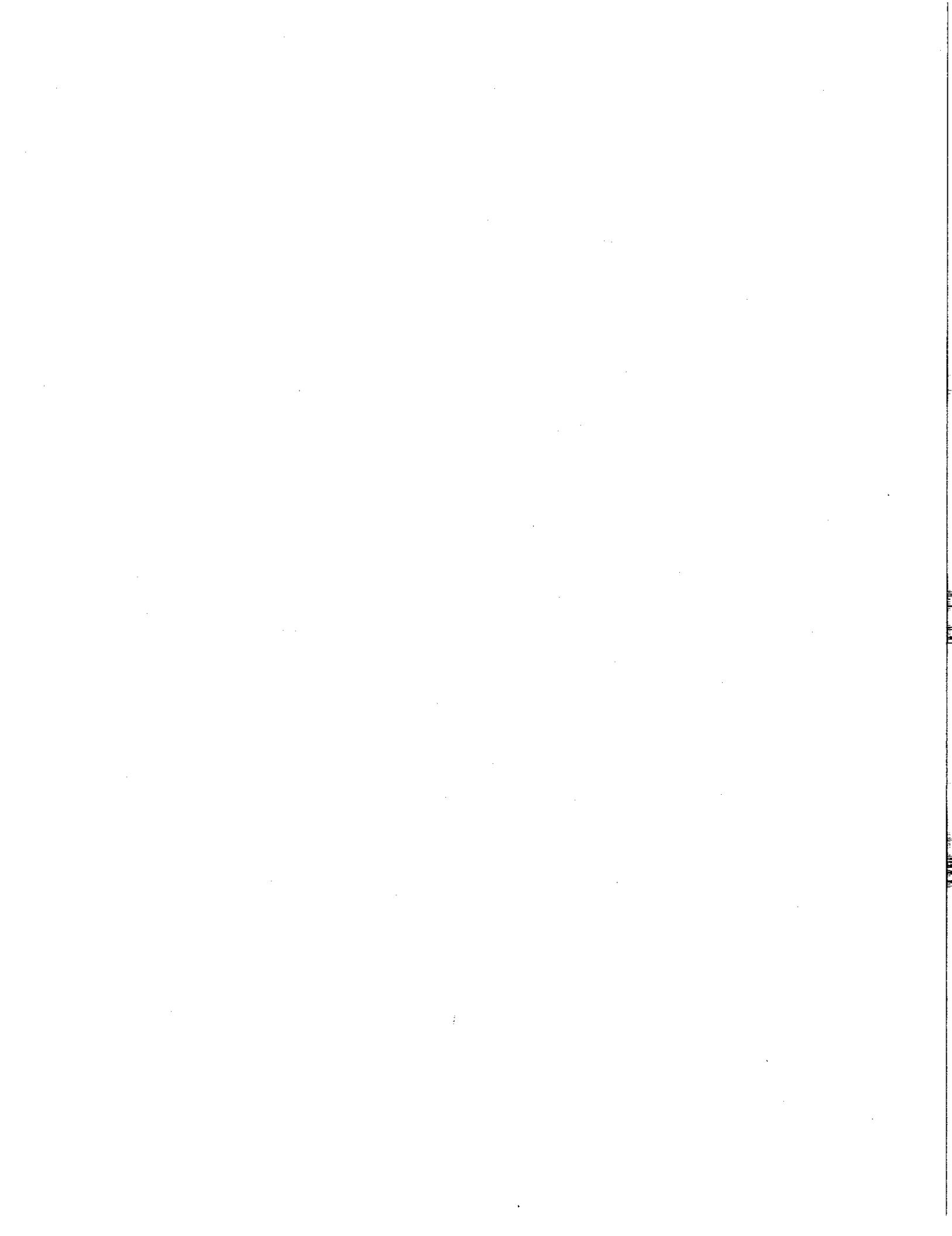
Date of Re-Act: / /

- 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>Arturo Urrutia</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/19/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>CL</u>

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

<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

Total of 2 yrs in Food Service/Hospitality

- has worked at Levi's for 2 yrs
- okay w/ on-call
- working on-and off construction
- okay w/ weekends - full open

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

Car

Public Transit

Carpool (Rider / Driver)

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

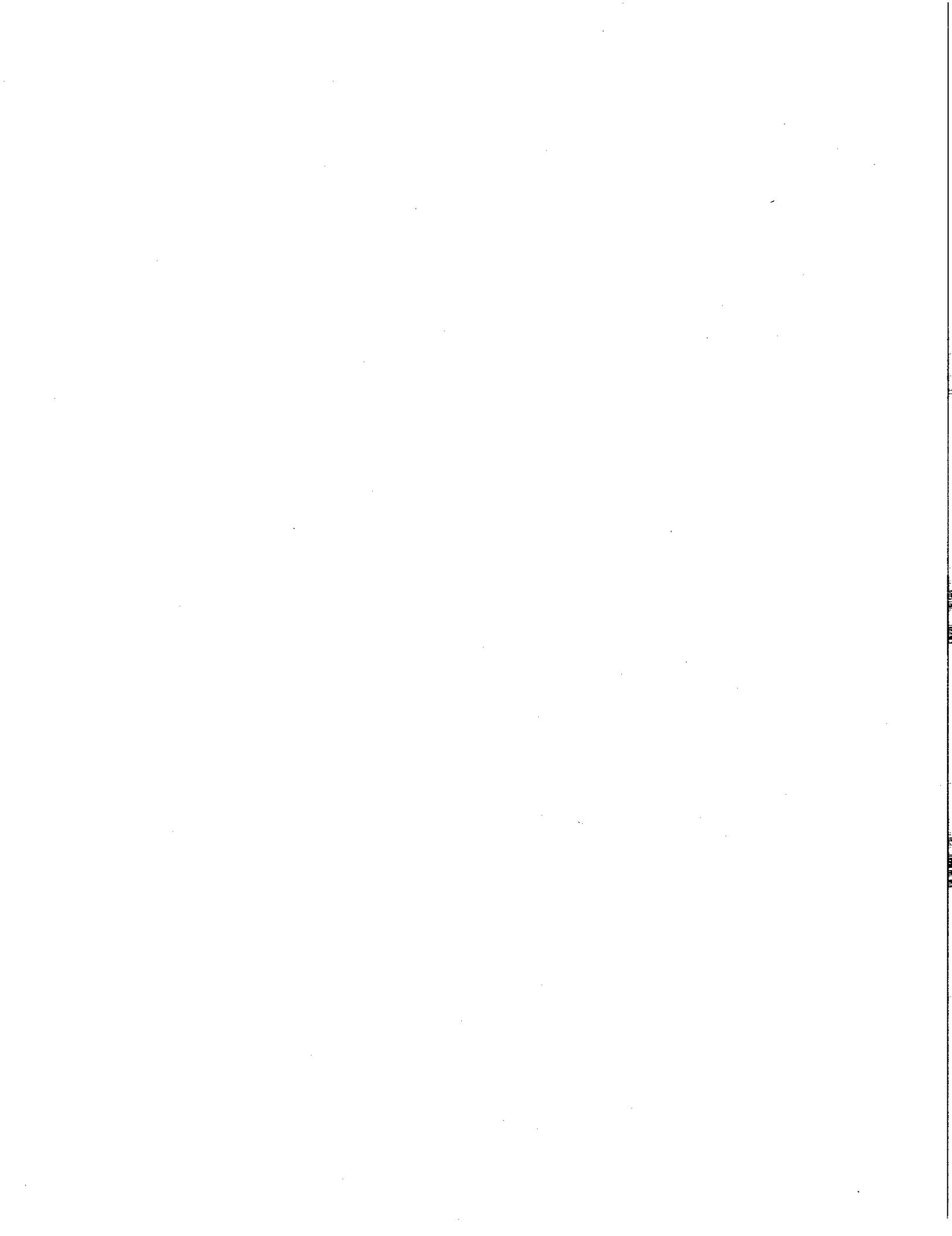
Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken: _____



Employment Application San Jose

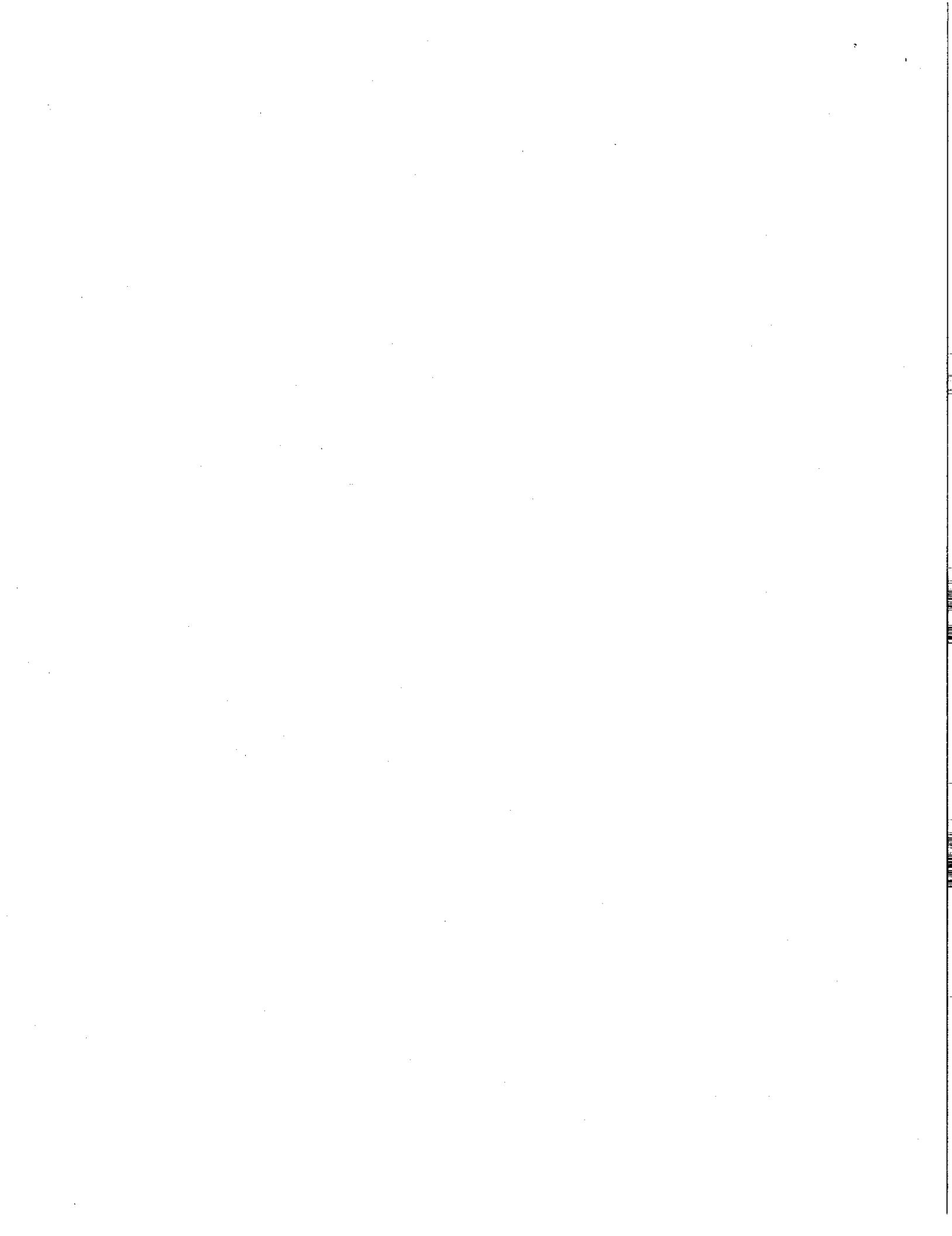


Employment Application

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.

Your Contact Information

First Name	Arturo
Last Name	urrutia
E-mail Address	urrutiasomerton@gmail.com
Phone	14084309613
Address	3995 Canada Rd
Unit or Number	N/A
City, State	Gilroy
Zip Code	95020
What region(s) are you applying to work within?	<input checked="" type="checkbox"/> San Jose <input type="checkbox"/> Los Angeles/Orange County <input type="checkbox"/> San Diego <input type="checkbox"/> Riverside
Which position(s) are you applying for?	<input type="checkbox"/> Server <input type="checkbox"/> Busser <input type="checkbox"/> Barback <input type="checkbox"/> Housekeeper <input type="checkbox"/> Dishwasher



Are you applying for: Part-Time

When can you start? Sunday, September 22, 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	

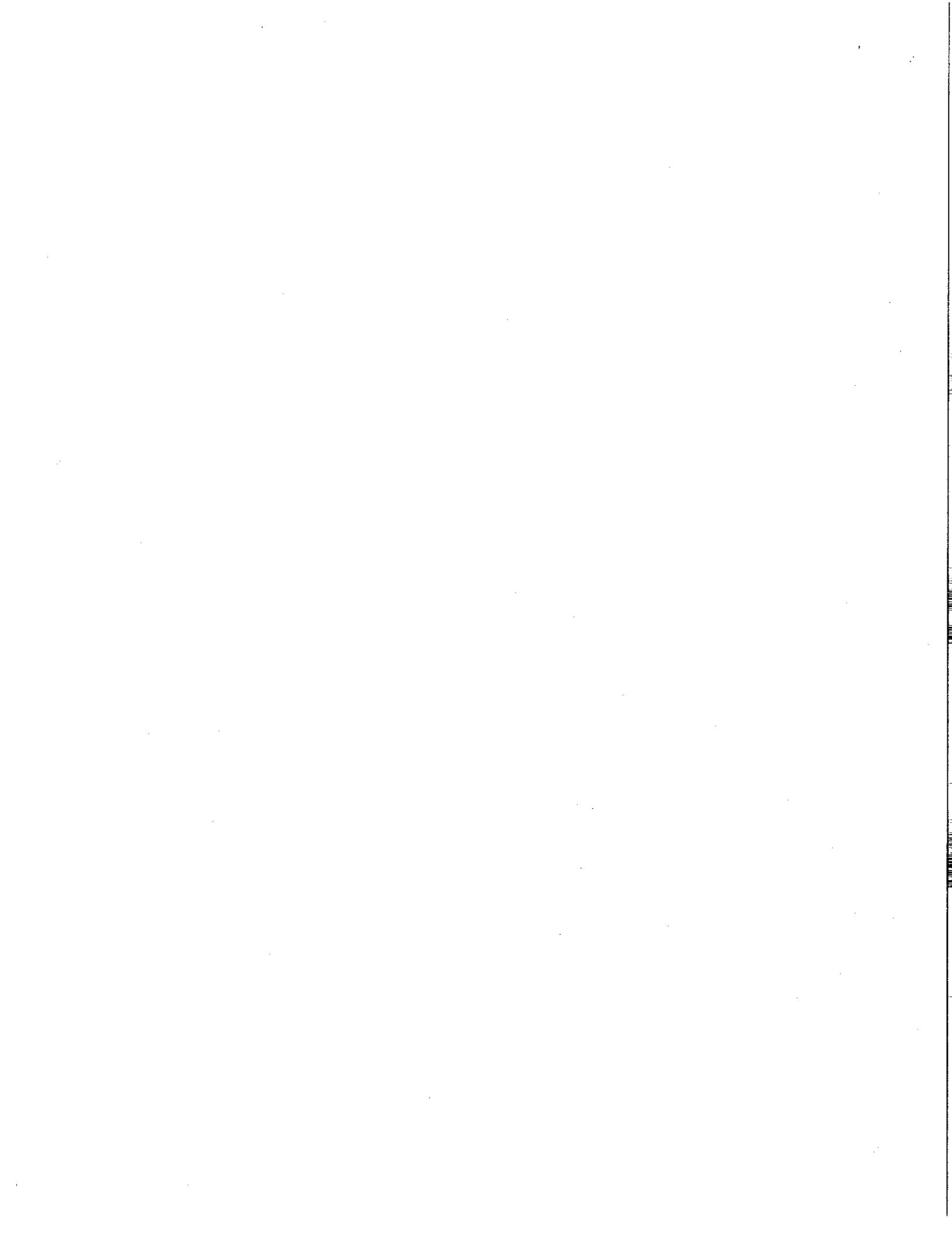
**Have you ever applied to or worked
for Acrobat before?** No

**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

**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



Education & Skills

Please Indicate Highest Level Achieved

Name of School

Koga high school

City & State

Yuma Az

Grade/Degree

12th/general Ed

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")

Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Yes

Special:

Been working at stadium Levi for 2 years serving , cooking, cashier.

Employment History

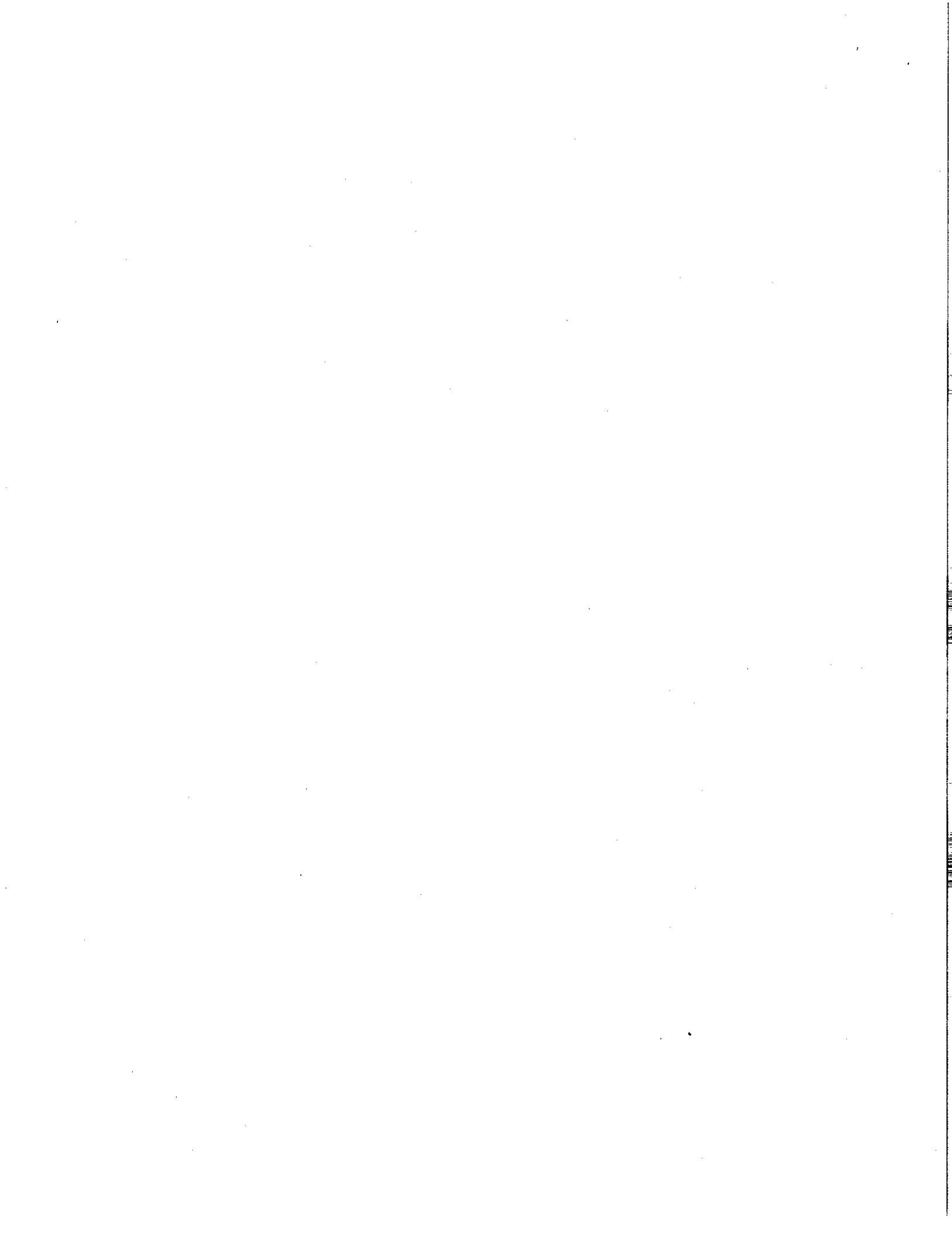
Are you currently employed?

No

Can we contact your current employer?

No

Most Recent Employers



Name and Address of Employer

3995 Canada Rd Gilroy CA self employed

Type of Business

Construction

Phone Number

4084309613

Your Position & Duties

All positions /duties

Date of Employment (from/to):

2008/2019

Reason for Leaving

None

Still Employed:

Yes

Name and Address of Employer

15815 Rincon De Espana

Phone Number

9283184874

Military Service



Job Related References

References

First Name	Luis Arturo
Last Name	Chim
E-mail Address	luiissoma@gmail.com
Phone	9283184874
Relationship:	None
Years Acquainted:	15

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

(Checked box indicates acknowledgement)



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.

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

(Checked box indicates acknowledgement)



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.

(Checked box indicates acknowledgement)

By signing the document below and clicking the "Submit" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

Applicant Digital Signature (Type Name):

Arturo Urrutia

Date:

Tuesday, September 17, 2019

Please attach your resume here, if you do not attach it, please bring a hard copy of your resume to the in-person interview.

Please Attach Resume Below



great_with_people.pdf



Arturo Urrutia
3995 Canada Rd
Gilroy, CA 95020
Phone: (928) 315-9952
Alt Phone: (928) 315-9952

Abilities

I have 25 years experience with farm, equipment and heavy duty trucks as a mechanic, I am looking for a job in any industry such as equipment rental , trucking , farm that can take advantage of my mechanical background and driving experience, I drove trucks pulling doubles, low boy hauling heavy farm equipment for 10 years as a full time job ,service repair farm equipment , trucks, doing brakes, clutches, electric repairs ,work with hydraulic systems, weld fabricate manage the shop, buy parts supplies, keep records, work with CHP Inspectors during BIN inspections, supervise drivers and shop help for 20 years, and for a period of six months I worked as a Nissan certified car sales consultant and last I gain some experience working for a construction equipment rental co as a service mechanic driving all around the Bay Area checking ,and servicing CAT machinery , fork lifts, Genie Scissor Lifts , generators ,backhoes , shredders , tampers and some other construction related equipment.

Employment History

Assembler Erector , Assemblers and Fabricators, All Other

01/2015 - 01/2015 national assemblers 6586 Hipoluxo Rd, Lake Worth, FL

I was trained on bike assembling for 3 days , and I did gazebos grills and patio furniture for Wal Mart

fork lift / tractor driver , Laborers and Freight, Stock, and Material Movers, Hand

06/2012 - 08/2014 Borello Farms 408 779 2417 2280 Cochrane Rd. Morgan Hill, CA

Operate fork lift ,and field tractors collecting and dumping buckets of chilis onto bins , loading bins onto trailers using a fork lift.

Maintenance Workers, Machinery , Maintenance Workers, Machinery

help unload delivery truck twice a week , service fryers on a daily basis , stock and organize shelves ,pick up and dispose trash , clean windows ,mop floors ,and make sure facilities ground where kept clean .

Service Mechanic, Helpers--Installation, Maintenance, and Repair Workers

03/2013 - 07/2013 San Jose fork lift 408 287 1816 889 Oakland st. San Jose, CA

Drive a service van to different places thought the bay area to perform PM service, and repairs on electric and propane powered fork lifts . create reports . order parts . work with customers regarding complaints and problems with machines .

truck driver/service mechanic . Maintenance and Repair Workers, General

02/1986 - 01/2012 Tom Bengard Ranches 831 4229021 397 W Market St. Salinas, CA

My duties for this position included managing the daily operation of the shop and truck drivers on a daily basis , making sure equipment was in a good working and safe condition ,prepare reports and daily logs and safety inspection , perform repairs work with merchants and suppliers order parts and suplies and sometimes drive trucks when workload was to heavy . during the month of octuber I have to prepare equipment to move to our winter harvest in Arizona and I had to secure permits have equipment safely loaded and secure onto trailers to avoid any unsafe and dangerous conditions during the trek .

Sales Consultant . Sales Representatives. Wholesale and Manufacturing, Except Technical and Scientific



Products

12/2005 - 05/2006 Sonora Nissan Yuma, AZ

Demonstrated new and used cars to customers according to their needs, help with credit applications to secure loans according to customer credit rating, prepare and deliver vehicles to assure customer satisfaction, conduct phone satisfaction surveys and follow ups to make sure clients needs, and questions where answer.

mechanic service , Maintenance and Repair Workers, General

07/2005 - 12/2005 Cresco Rentals Gilroy, CA

Service repair construction equipment, drive to different job sites to perform inspection of rental equipment for different clients throughout the bay area and Monterey county, close work orders clean equipment, use maps to navigate to the work sites, meet with clients to ensure customer satisfaction.

Ride Attendant , Amusement and Recreation Attendants

04/2005 - 11/2005 Gilroy Gardens 3050 Hecker Pass Rd, Gilroy, CA

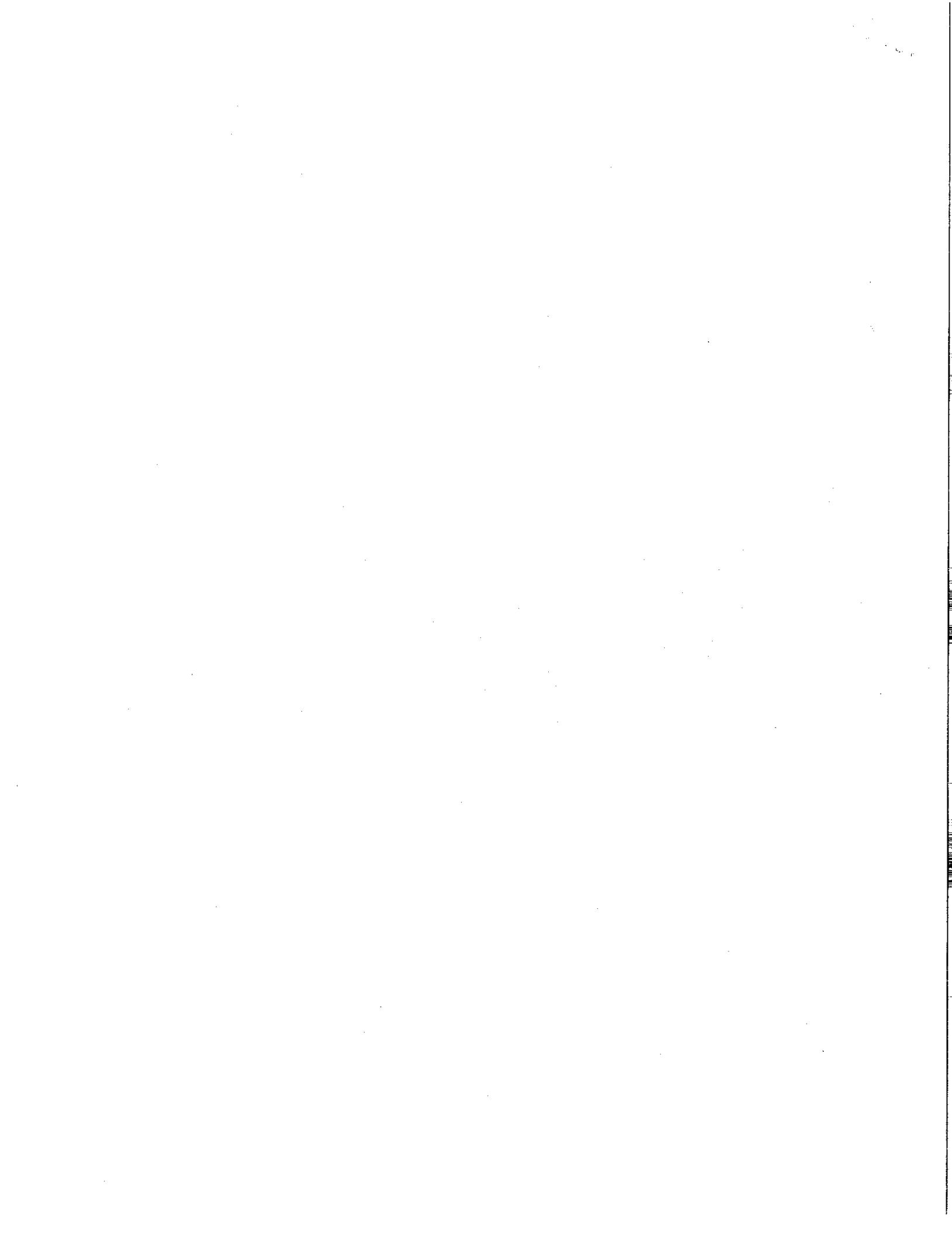
attend admission booth operate cash register, handle cash/ and ride attendant work with customers, listen to their concerns make sure sure rides where safe to operate.

Education History

Completion Date	Issuing Institution	Location	Degree Received	Course of Study
06/2013	Center for Employment Training	San Jose, CA	Vocational School Certificate	automotive repair
Other post secondary school/training , hartnell college,auto mechanics Salinas ca. , Gavilan College Gilroy Ca body and fender english math , CET welding fabrication. currently attending an automotive program because of the changing on the automotive industry to update my knowledge and have better skills on the job market. also working on my GED which I feel I will be able to take my exam not later than May 2013				
06/2012	CalJOBS Education	Gilroy, CA	Vocational School Certificate	work keys,microsoft excel ,words
Other post secondary school/training , hartnell college,auto mechanics Salinas ca. , Gavilan College Gilroy Ca body and fender english math , CET welding fabrication				
05/1978	Hartnell College	Salinas, CA	1 Year at College or a Technical or Vocational School	auto mechanics
08/1977	Rancho Santiago Community College	Santa Ana, CA	Vocational School Certificate	english as a second language ESL

Certifications

Certification Title	Issuing Organization	Completion Date	Expiration Date
work keys certificate	evergreen community college	07/01/2013	
auto mechanics	Hartnell college	04/01/1975	
microsoft excel	gavilan college	09/01/2013	
ca driver lic	state ca	01/01/2011	01/01/2015
auto body and fender	Gavilan College	05/01/1976	



NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Arturo Urrutia
Start Date: 9/19/2019

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: \$28.57hr

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

Arturo Urrutia

(PRINT NAME of Employer representative)

(PRINT NAME of Employee)

Integro USA Inc.

Arturo Urrutia

(SIGNATURE of Employer Representative)

(SIGNATURE of Employee)

9/19/2019

9/19/2019

(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:

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: Arturo Uriutia Date: 9/19/2019

Signature: APD MDS

