



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.

Full Name CATHRYN Nicholson Date: Sept 18 2019
Home Telephone (707) 295-8341 Other Telephone ()
Present Address 1223 Webster st #100 S.F. Ca 94110
Permanent Address, if different from present address: _____
Email Address nicholsoncathryn@gmail.com

Position applying for: House Keeping ~~Prep cook~~ ~~Line chef~~ Salary desired: _____

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

No

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?
today

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		<u>mornings</u>	<u>morning</u>	<u>mornings</u>	<u>mornings</u>	<u>X</u>	<u>morning</u>
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

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The Service Companies

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.)

no heavy lifting

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Skyline High			
Skyline High	Oakland Ca	12th grade	Yes
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: good worker			

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The Service Companies

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 Ole Asis bed & breakfast
845-7039
Type of Business bed & breakfast Telephone No. (707) 363-3030 Supervisor's Name Gretta
Your Position and Duties Head House Keeper

Dates of Employment: From June 2019 To still part time on call

Reason for Leaving: still there

Name and Address of Employer Best Western 15135 Lakeshore dr Clearlake
CA 95422
Type of Business Hotel Telephone No. (707) 994 2000 Supervisor's Name nicole
Your Position and Duties all House Keeping duties

Dates of Employment: From Dec 2018 To March 2019

Reason for Leaving: I was filling in for a House Keeper on vacation

Name and Address of Employer Solage 755 Silverado trail Calistoga CA
94515
Type of Business resort Telephone No. (844) 369-2552 Supervisor's Name Luiz
Your Position and Duties Banquets Server set up

Dates of Employment: From Sept 18 2018 To still on call

Reason for Leaving: still working on call car accident

Name and Address of Employer Rivera Hill Restraunt
Type of Business Restraunt Telephone No. (707) 277-7575 Supervisor's Name Kevin

Your Position and Duties Dish wash prep cook

Dates of Employment: From Aug 2014 To Jan 2017
Reason for Leaving: car accident

Have you ever been fired from any previous place of employment? If so, please explain: No

Have you obtained any special skills or abilities as the result of service in the military? Yes No ✓
If so, describe: _____

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Lydia Barrett Telephone No. (707) 410-1715
Address Relea st Oakland Ca
Occupation: Peterson Relationship: Friend Number of Years Acquainted: 35+ years
Francisco

Name: Keith Cummings Telephone No. (714) 747-9896
Address Los Angeles Ca
Occupation: Truck driver Relationship: Friend Number of Years Acquainted: 16+

Name: Desiree Telephone No. (925) 206-1037
Address _____
Occupation: Seamstress Relationship: Friend Number of Years Acquainted: 3+

Please Read Carefully, Initial Each Paragraph and Sign Below

CN

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.

CN

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.

CN

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.

CN

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.

CN

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

Patricia M. Nicholson

Sept 18 2019

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Nicholson, Cathryn
Start Date: 9/25/19

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:

303 Hegenberger Road Suite 300, Oakland, CA. 94621

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: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: Prep. \$ 17.00 Overtime Rate(s) of Pay: 1.5X

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

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: _____

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): _____

K.M. -Sawkins
(PRINT NAME of Employer representative)
KMS
(SIGNATURE of Employer Representative)
9/25/19
(Date)

CATHRYN NICHOLSON
(PRINT NAME of Employee)
9 25 2019
(SIGNATURE of Employee)
Cathryn Nicholson
(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.

Applicant Information

Name: Cathryn Nicholson	Interviewer: K.S.
Date: 9/18/2019	Rate of Pay:
Position (s) Applied for: Prep / Porter	Referred by: Sam

Test Scores						Seeking:
Server	135	%	Bartender	130	%	Full-Time
Prep Cook	131/1820	65	Barista	10	%	Part-Time
Grill Cook	140	%	Cashier	15	%	
Dishwasher	110	%	Housekeeping	11/16	79	

Relevant Experience & Summary of Strengths

Server	Total of <u>17.0</u> in Food Service/Hospitality
Bartender	Dish: 3 Sink or Machine
Cashier	9/19 returning w/ uniform to
Concessionaire	0/3
	House Keeper

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

Transportation

Car	Public Transit	Carpool (Rider / Driver)
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SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose		SJ Peninsula	

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Availability

Open	AM only	PM only	Weekdays only	Weekends only
Details: Mon-Fri		No Sundays		

Uniforms Owned:

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:
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Housekeeping Test

- During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - e) All of the above
- Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - e) All of the above
- True or False: You do not need to use a separate cloth for cleaning bathrooms. False
- True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and, furniture. True

5. Should the following be cleaned daily or weekly? Circle one.

- Floors Daily/ Weekly
- Toilets and latrines Daily/ Weekly
- Carpets in guest rooms Daily/ Weekly
- Carpets in offices Daily/ Weekly
- Soiled linen Daily/ Weekly

6. The best way to clean the floors:

- Scrubbing
- Dry sweeping and dusting
- Sweeping, mopping and dusting
- Wet mopping

7. What should do if you spill liquids or see a liquid spill?

- Leave it for someone else to clean- up
- Wait until the end of your shift to clean it
- Flag the spill and clean it up immediately
- Not sure

8. The proper procedure for cleaning spills of blood and other body fluids is:

- Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
- Find the janitor on- duty and ask him to clean it up
- Grab whatever is closest and wipe up immediately, then mark "Biohazard"
- Nothing

9. What do you do if you encounter with bed bugs in a guest room?

Let supervisor know

10. What do you do if you find Lost and Found items in a guest rooms?

Place in lost and found with date and room # in plastic bag

11. Describe the difference between a disinfectant and a cleaning solution?

a disinfectant is to disinfect a clean solution is for cleaning

Prep Cooks Test

Score 13 / 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

a 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

b 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

C 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

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

C 9) Which is the improper way to thaw frozen food?

- 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

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

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

D 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

C 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

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

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

