



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 William Stokes Date: 9/23/19  
Home Telephone (619) 731-7917 Other Telephone ( )  
Present Address 111 Taylor St  
Permanent Address, if different from present address: 10840 E Highway 20  
Email Address wstokesfilms53@gmail.com

Position applying for: cook Salary desired: open

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 Cruz Venegas 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?  
          

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	6am	6am	6am	6am	6am	6am	6am
PM	12am	12am	12am	12am	12am	12am	12am

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

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.)

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?
Diamond HS	AKch AK	12	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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."		<u>YES</u>	NO
Special: Cooking			

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 Gelboin's Market 730 Turquoise St  
S.D. Ca 92109  
Type of Business gourmet Market Telephone No. (858) 488 0044 Supervisor's Name Armando  
Your Position and Duties gourmet chef training people, ordering for department, looking gourmet foods  
Dates of Employment: From 10-5-16 To 12-3-17

Reason for Leaving: will explain

Name and Address of Employer Hidden Valley Food Mart  
12696 Potomac Ave Middle town Ca 92056  
Type of Business Gas Station Telephone No. (707) 987 9794 Supervisor's Name   
Your Position and Duties Night Cook Making menu and prepare food

Dates of Employment: From 7-20-18 To 10-23-19

Reason for Leaving: unfair labor practices

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

☒ 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.

☒ 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.

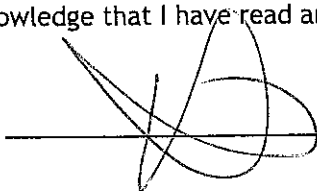
☒ I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal 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.

☒ 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



Date

9/25/19



# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name: Stokes, William

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: Prop. \$17.50 Gr. H. \$18.00 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, 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:

- 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)*

K.M. Sowell  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

9/25/19  
(Date)

William Stokes  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

9/25/19  
(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: <u>William Stokes</u>	Interviewer: <u>K-S</u>
Date: <u>9/25/2019</u>	Rate of Pay:
Position (s) Applied for: <u>Grill/Prep Cook</u>	Referred by: <u>111 Taylor St. Cruz Venegas</u>

Test Scores						Seeking:	
Server	/35	%	Bartender	/30	%	Full-Time	
Prep Cook	<u>16/20</u>	<u>80</u> %	Barista	/10	%	Part-Time	
Grill Cook	<u>31</u> /40	<u>78</u> %	Cashier	/15	%		
Dishwasher	/10	%	Housekeeping	/16	%		

## Relevant Experience &amp; Summary of Strengths

Server	Total of <u>17.5</u> in Food Service/Hospitality	
	<u>Grill, Prep on line</u>	<u>Cook</u> <u>Belson's Gourmet Mkt. San Diego 14 wks</u>
Bartender	<u>Cashier 18.0</u>	<u>Hidden Valley Food Mkt made meals</u>
Cashier	<u>Writing is his passion.</u>	<u>Training - Cooked 10 wks</u>
Concessionaire		
House Keeper	<u>Experienced Grill, but will prep.</u>	

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

## Transportation

Car ☐ Public Transit ☒ Carpool ( Rider / Driver ) ☐

## Regions Available to work:

SF City ☒ SF North ☐ SF Peninsula ☐ East Bay ☐ Outer East Bay ☐  
 San Jose ☐ South San Jose ☐ SJ Peninsula ☐

## Certifications (if any)

TIPS ☐ Serv-Safe ☒ LEAD ☐ Other ☐ Will Submit ☐

## Availability

Open ☒ AM only ☐ PM only ☐ Weekdays only ☐ Weekends only ☐  
 Details: Can be @ 111 for 1 1/2 hrs No Restrictions

## 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:

yes yes



**Multiple Choice Test** (1 point each)

78%

1) How much time should you take to wash your hands with soap?

- a) 1 minute
- ☒ b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- ☒ c) 40°F
- d) 20°F

3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- ☒ d) All of the above

4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- ☒ b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- ☒ c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- ☒ c) 41°F and 135°F
- d) 39°F and 178°F

7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- ☒ d) Wash, rinse, and sanitize the board prior to slicing the onions

8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- ☒ a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- ☒ c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

## Grill Cooks Test

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- ☒ e) All of the above

11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- ☒ c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- ☒ d) 128

13) How many cups are in a quart?

- a) 2
- ☒ b) 4
- c) 6
- d) 8

14) A Chiffonade is:

- ☒ a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- ☒ b) 135° F
- c) 160° F
- d) 180° F

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- ☒ d) Submerge protein in boiling liquid to speed cooking time

17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- ☒ b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- ☒ c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

## Grill Cooks Test

19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- ☒ b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- ☒ c) 165°F
- d) 175°F

21) What temperature should ALL ground meat be cooked to?

- ☒ a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

22) What temperature should fish be cooked to?

- ☒ a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

1 Mixture of butter fat and flour to make sauce

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

much longer shelf life  
getting the water out

25) What are the 5 mother sauces? (5 points)

- 1. Hollandaise
- 2. Veloute
- 3. Bechamel
- 4. Espagnole
- 5. Tomato

26) What does it mean to season a grill and why is this process important? (3 points)

to cook evenly on both sides browning with marks

27) What are the ingredients in Hollandaise sauce? (5 points)

3 Butter flour lemon juice egg yolks



Multiple Choice (1 point each)

80%

- \_\_\_\_\_ 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - ☒ d. 128
- \_\_\_\_\_ 2) Mesclun are what type of vegetable?
- ☒ a. Roots
  - b. Beans
  - c. Salad Greens
  - d. Spices
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 5) How do you blanch 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 8) Food should be left out no more than
- ☒ a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours

## Prep Cooks Test

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- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - ☒ c. Liquid
  - d. Oil
- \_\_\_\_\_ 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
  - ☒ b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- \_\_\_\_\_ 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - ☒ b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry



## Prep Cooks Test

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

