

ACROBAT OUTSOURCING
TSC GROUP

Shatriece Lewis DNR

Taborca ID: 53768

Date of Hire: 9/26/2019

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: <u>Shatriece Lewis</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>9/26/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position(s) Applied for: <u>Bartender</u>	Referred by: <u>CL</u>

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

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

Total of 25 yrs in Food Service/Hospitality

- Will be starting job at airline ~~part~~ 20 hrs a week from 5am-9am in November
- lived everywhere, just moved from Alaska
- open weekends
- okay w/ on-call

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

<input checked="" type="radio"/> Car	Public Transit	Carpool (Rider / Driver)
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LA	OC	<u>South Bay</u>
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TIPS	Serv-Safe	LEAD	<input checked="" type="radio"/> Other <u>FHC</u>	<input checked="" type="radio"/> Will Submit
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Open	AM only	PM only	Weekdays only	Weekends only
Details: <u>See above</u>				

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	<input checked="" type="radio"/> Non-Slip Shoes	Bow Tie
Other: _____			Other: _____		

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Shatriece Lewis

misslewisva@gmail.com

Submission Date

September 18, 2019 13:43

First Name Shatriece
 Last Name Lewis
 E-mail Address misslewisva@gmail.com
 Phone 215313325w
 Address Unknown
 Unit or Number NA
 City, State San Jose
 Zip Code 95136
 What region(s) are you applying to work within? San Francisco San Jose
 Which position(s) are you applying for? Server Bartender Barback
 Are you applying for: Full-Time Part-Time
 When can you start? Sep 19, 2019
 Can you work overtime? Yes
 How did you hear about us? Craigslist
 If you were referred, please tell us by whom: na
 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
 Do you have any friends or relatives working for Acrobat? If so, please let us know who: 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 Please see resume. Thank you.
 City & State Please see resume. Thank you.
 Grade/Degree Please see resume. Thank you.

Graduated?	Yes
Do you have any special licenses? (If so, label under "Special")	Yes
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:	Please see resume. Thank you.
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	Please see resume. Thank you.
Type of Business	Please see resume. Thank you.
Phone Number	0000000000
Your Position & Duties	Please see resume. Thank you.
Date of Employment (from/to):	Please see resume. Thank you.
Reason for Leaving	Please see resume. Thank you.
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	No
First Name	Upon Hire
Last Name	Upon Hire
E-mail Address	UponHire@idk.com
Phone	0000000000
Relationship:	Upon Hire
Years Acquainted:	0
First Name	Upon Hire
Last Name	Upon Hire
E-mail Address	UponHire@idk.com
Phone	0000000000
Relationship:	Upon Hire
Years Acquainted:	0
First Name	Upon Hire
Last Name	Upon Hire
E-mail Address	UponHire@idk.com
Phone	0000000000
Relationship:	Upon Hire

Years Acquainted:

0

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 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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Shatriace Lewis

Date:

Sep 18, 2019

Please Attach Resume Below

Lewis, SAngeliquePDF.pdf



S. ANGELIQUE LEWIS

PHONE: 215-313-3252 / E MAIL: MISSLEWISVA@GMAIL.COM

ABOUT ME

Networker! Highly competent professional who can be trusted with even the most confidential projects. Natural ability to recognize and implement process improvement. Self-starter, quick-learner who always exceeds expectations. Uniquely optimistic, can-do attitude, which easily overcomes obstacles and challenges. Resourceful team player who is very much results driven. Not only capable of leading by example, but, able to support strong leadership.

EDUCATION & TRAINING

CNM: Accounting; Payroll, Tax 2006-2007

Serv Saf: TABC Certification Current

BG Staffing: Leasing, HUD, Fair Housing Training 2015

Online Courses: TILA/RESPA Training 2017

State of Virginia: Medicare Guidelines/Billing 2011
HIPAA Regulations 2011

Hampton University: Restaurant Kitchen Manager Cert. 2010

NMSHRM: Professional in Human Resources Course 2007

SKILLS (EXPERIENCE IN)

Advanced, modern administrative skills:

MICROSOFT OFFICE PRODUCTS / SAP / QUICKBOOKS
ADP / ONESIGHT / YARDI / HRIS / VARIOUS SOCIAL
MEDIA

AREAS OF EXPERTISE

Leadership and Training	Accounting Procedures
Customer Service	Bulk Data Processing
Performing HR Functions	File Management
Database Management	Document Creation
Alcohol Service Training	Food Handling Service

WORK EXPERIENCE

LIVE NATION – VIP COCKTAIL, VIP BARTEND, BARTEND
01/2019-Present

Cocktail sales and service. High volume bar service.

HONEYBEE RESTAURANT – GENERAL MANAGER
03/2008-8/2018

High Volume, family restaurant, serving tourist and international travelers in a popular beach resort area. Began as server, promoted to FOH Manager and then General Manager.

NATIONAL ELECTRIC SUPPLY, CO. – Human Resources Manager

09/2006 – 02/2008

Electrical supply company with international sales and service. Began as Executive Admin in the corporate offices and was promoted to Human Resources Manager. Perform all HR and corporate admin functions.

S. ANGELIQUE LEWIS

PHONE: 215 313-3252 / E-MAIL: MISSLEWISVA@GMAIL.COM

ADDITIONAL WORK EXPERIENCE

Contracted and temporary assignments have given me the opportunity to work in a variety of industries and gain an incredibly diverse skillset.

ALASKA WILDLAND ADVENTURES – Hospo Staffer
Apartment Leasing Agent/Admin - BG Staffing
Runner/Buyer – Cirque du Soleil
Event Staff (Bartender) – Various Agencies
Casino Connection – Black Jack Dealer
Department Admin- Bakery Hughes, International
Bankruptcy Clerk- PRA Portfolio Recovery Associates
Patient Intake Agent – AMERICARE DME Supplier
Tax Prep/Admin - Steve Margulin CPA
Payroll Coordinator - CNM Community College
File Management Clerk – Wells Fargo Bank

Summer Season 2019
09/2015 to Present
06/2015 to 2017
06/2000 to Present
10/2014 to Present
10/2014 to 01/2015
11/2012 to 02/2013
09/2011 to 06/2012
01/2010 to 04/2010
09/2008 to 01/2009
02/2006 to 09/2006

TASKS AND DUTIES

- Performed accounts payable duties.
- Performed accounts receivable duties.
- Assisted with several patent infringement cases with various tasks.
- Responsible for all benefits administration including; selection of programs, payment of premiums, enrollment.
- Conducted new hire orientations.
- Recorded meeting notes twice a week.
- Presented HR department status to executive team once a month.
- Responsible for all company party planning and shopping for office.
- Monthly calendar and newsletter.
- Processed bi-weekly payroll.
- Maintained quarterly tax payments.
- Planned business and leisure travel for sales team and CEO.
- Coaching, development, training of employees- including discipline meetings and terminations
- Wrote and published work instructions for hundreds of tasks/functions performed by every position.
- Responsible for meal planning, budgeting, food ordering, preparation.

Multiple Choice (6 points)

- B 1) Carbonation _____ the rate of intoxication.
a) Slows down
b) Speeds up
c) Does nothing to
- B 2) What are the six most commonly used spirits?
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- B 3) You can accept an expired ID as long as all other information is correct.
a) True
b) False
- B 4) If someone has had too much to drink, serving them coffee will help sober them up.
a) True
b) False
- D 5) What are the acceptable forms of ID for Alcohol Consumption?
a) State or Government Issued ID Card or Drivers License
b) Passport or Passport ID Card (as long as it lists the person's date of birth)
c) School ID or Birth Certificate
d) A & B
e) A, B & C
- B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
a) True
b) False

89%

B. But Better than continuing Alc. or Allowing them to leave

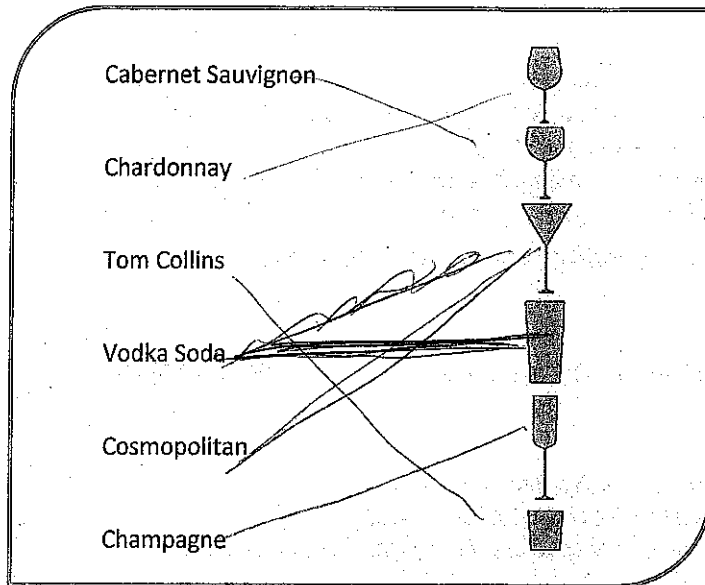
Vocabulary (9 points)

Match the word to its definition

- | | |
|------------------------|---|
| <u>C</u> "Straight Up" | a.) Used to crush fruits and herbs for craft cocktail making |
| <u>E</u> Shaker Tin | b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>I</u> "Neat" | c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice |
| <u>A</u> Muddler | d.) To pour 1/2 oz of a liquor on top |
| <u>B</u> Strainer | e.) Used to measure the alcohol and mixer for a drink |
| <u>J</u> Jigger | f.) Used to mix cocktails along with a pint glass and ice |
| <u>G</u> Bar Mat | g.) Used on the bar top to gather spills |
| <u>D</u> "Float" | h.) Requesting a separate glass of another drink |
| <u>H</u> "Back" | i.) Means to serve spirit room temperature in a rocks glass with no ice |

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Patron, Mcallen, Goose

What are the ingredients in a Manhattan? Bourbon / whiskey, bitters

What are the ingredients in a Cosmopolitan? a martini w/ cran

What are the ingredients in a Long Island Iced Tea? Clear liquors, triple sec, sour mix, cola

What makes a margarita a "Cadillac"? Grand Floater

What is simple syrup? Sugar water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

No it is not ... Marrying

What should you do if you break a glass in the ice? Burn Ice

When is it OK to have an alcoholic beverage while working? Never

What does it mean when a customer orders their cocktail "dirty"? Olive Juice

What are the ingredients in a Margarita? Triple sec, tequila, citrus (fresh fruit, or sour mix)
what is Available @ establishment

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Shadriecce Lewis
Start Date: 9/26/2019

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, 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:

- 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)



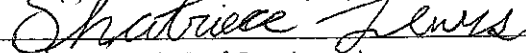
(SIGNATURE of Employer Representative)

9/26/2019

(Date)

Shatriece Lewis

(PRINT NAME of Employee)



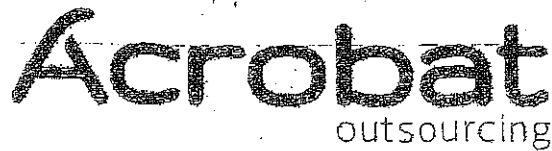
(SIGNATURE of Employee)

9/26/2019

(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:



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: Shatriece Lewis Date: 9/26/2019

Signature: Shatriece Lewis

