

# ACROBAT OUTSOURCING

## TSC GROUP

Karin Macias

Taborca ID: 53840

Date of Hire: 10/1/2019

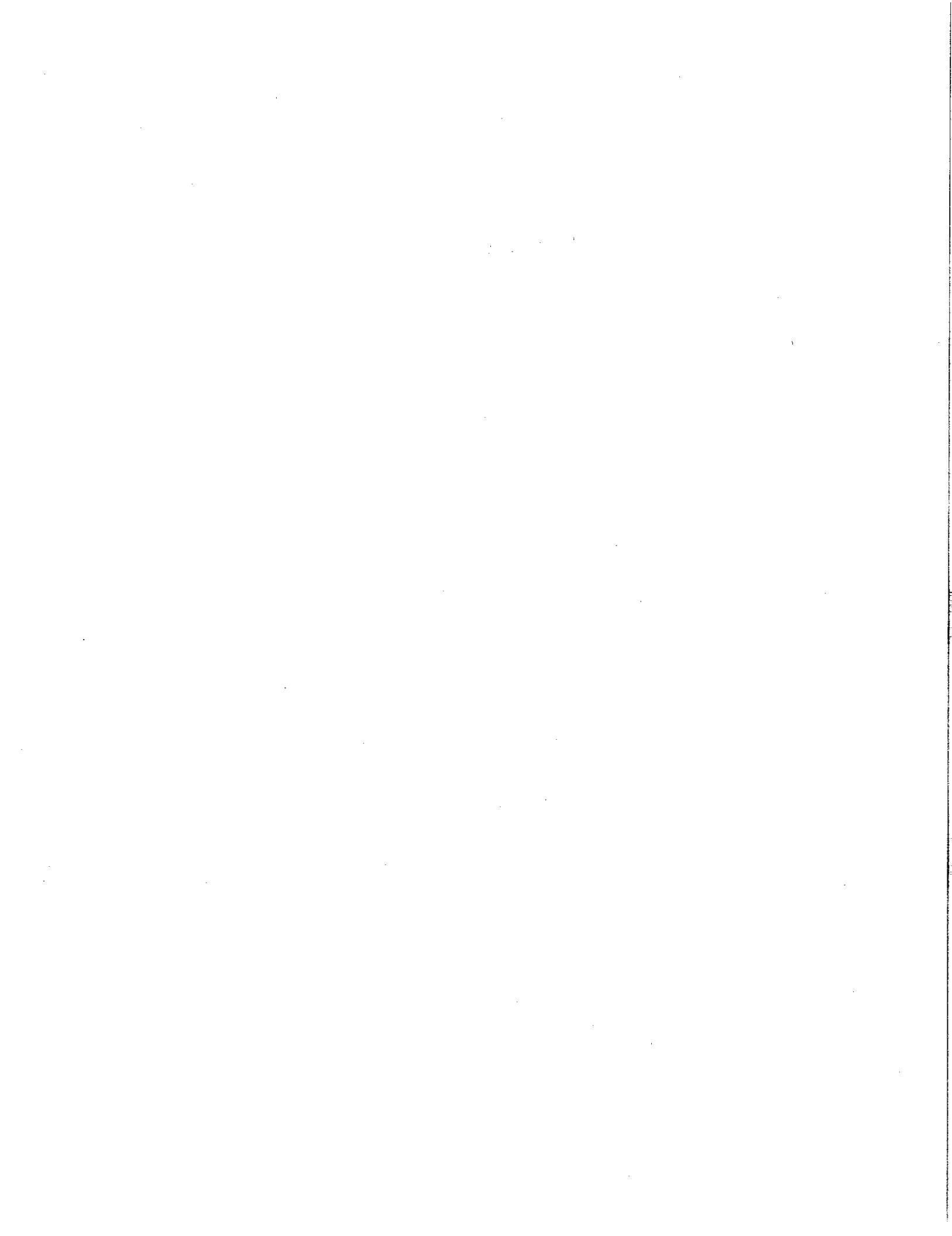
Date of Re-Act:   /  /  

- 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



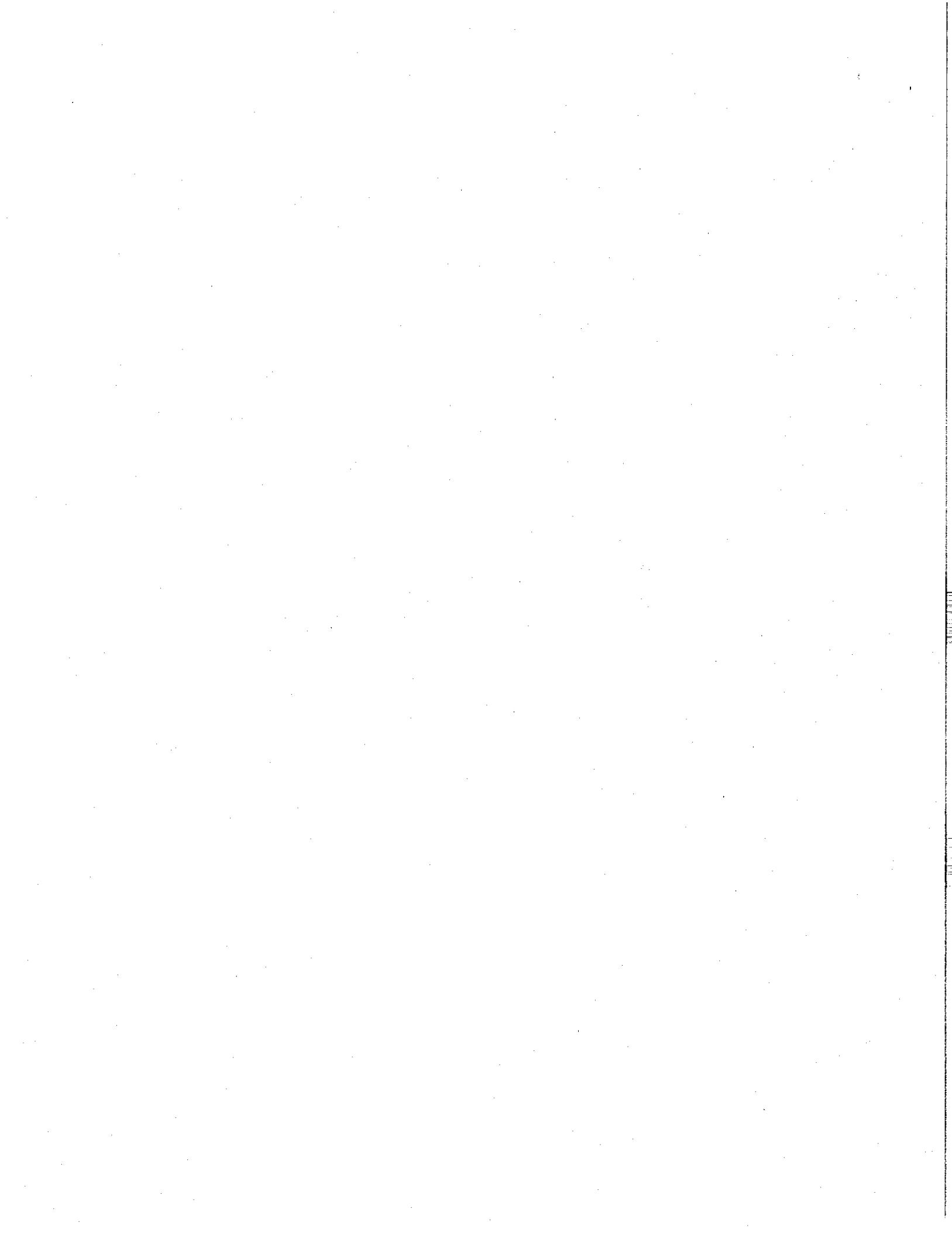
## Employment Application San Jose

# 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

<b>First Name</b>	karin
<b>Last Name</b>	macias
<b>E-mail Address</b>	karin.macias.js@gmail.com
<b>Phone</b>	4089853863
<b>Address</b>	2746 senter rd
<b>Unit or Number</b>	405
<b>City, State</b>	san jose ca
<b>Zip Code</b>	95111
<b>What region(s) are you applying to work within?</b>	San Jose
<b>Which position(s) are you applying for?</b>	Server
<b>Are you applying for:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
<b>When can you start?</b>	Monday, September 30, 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

No

**Have you ever applied to or worked  
for Acrobat before?**

**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

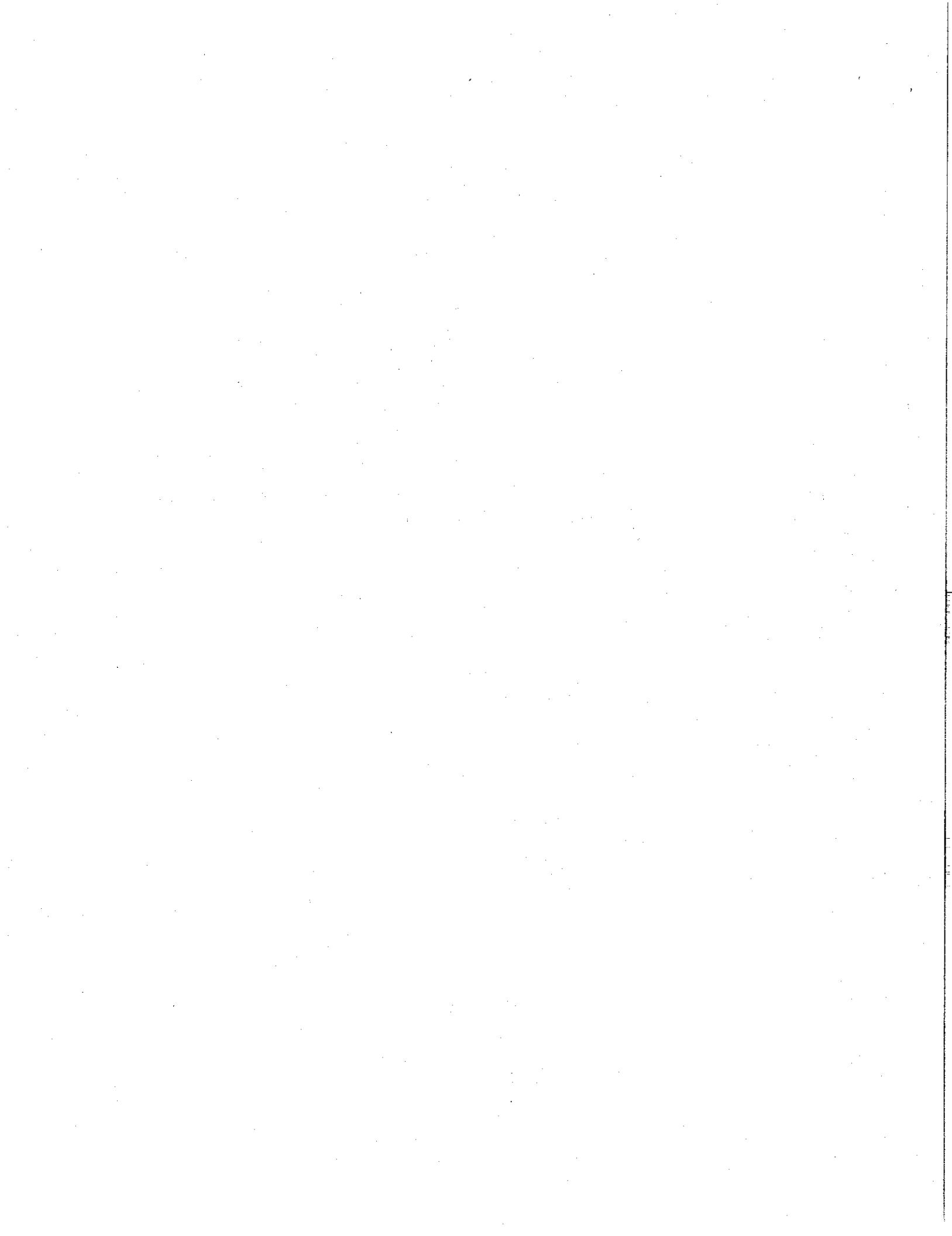
**Are you able to perform the essential  
functions of the job for which you are  
applying?**

Yes

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

## **Education & Skills**

*Please Indicate Highest Level Achieved*



**Name of School**

Wilcox high

**City & State**

santa clara ca

**Grade/Degree**

12

**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

**Employment History****Are you currently employed?**

No

**Can we contact your current employer?**

Yes

**Most Recent Employers****Name and Address of Employer**

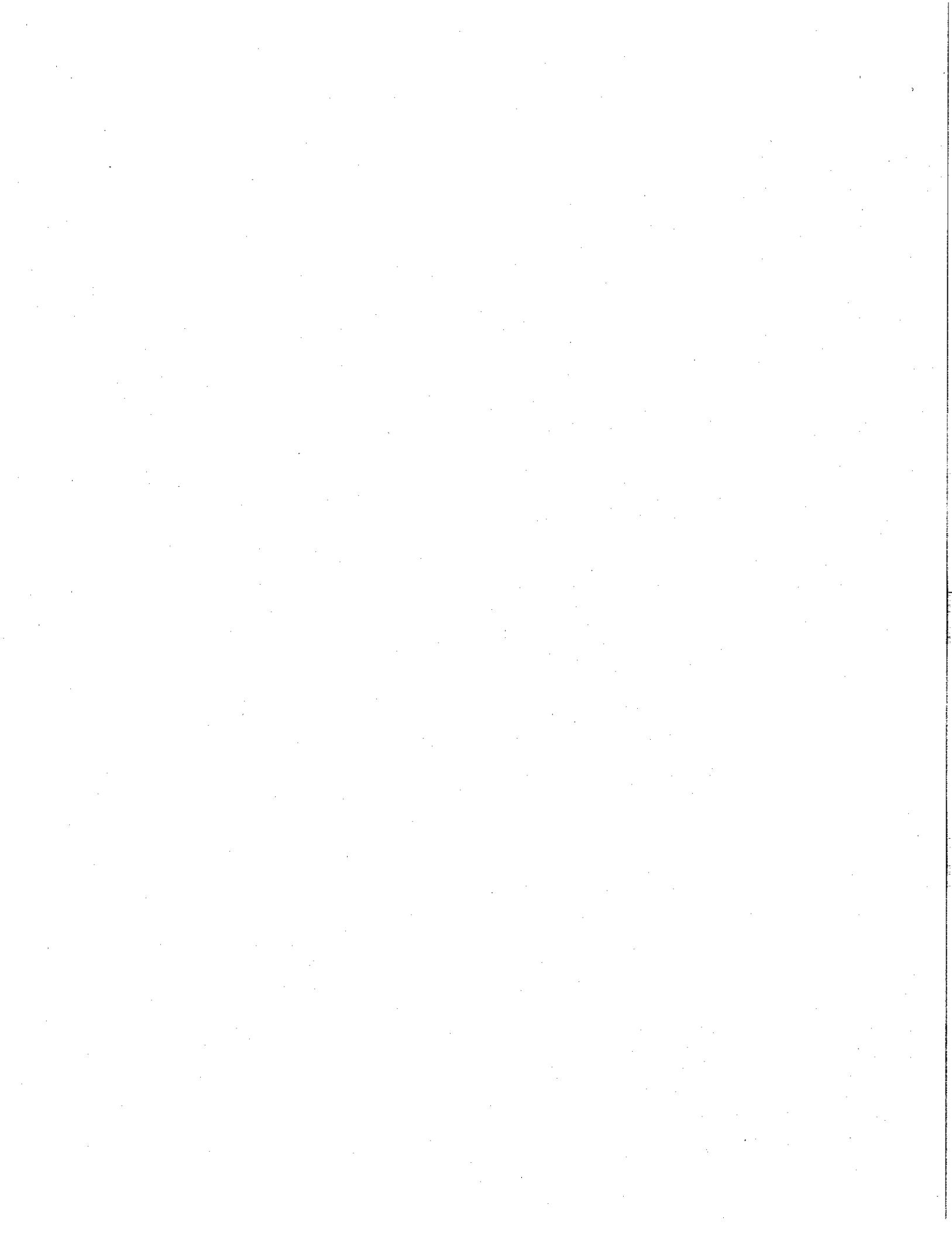
goodwill san jose ca

**Type of Business**

wherhouse

**Phone Number**

408



**Your Position & Duties**

stock inventory shipping packer

**Date of Employment (from/to):**

nov 2018 -jun 2019

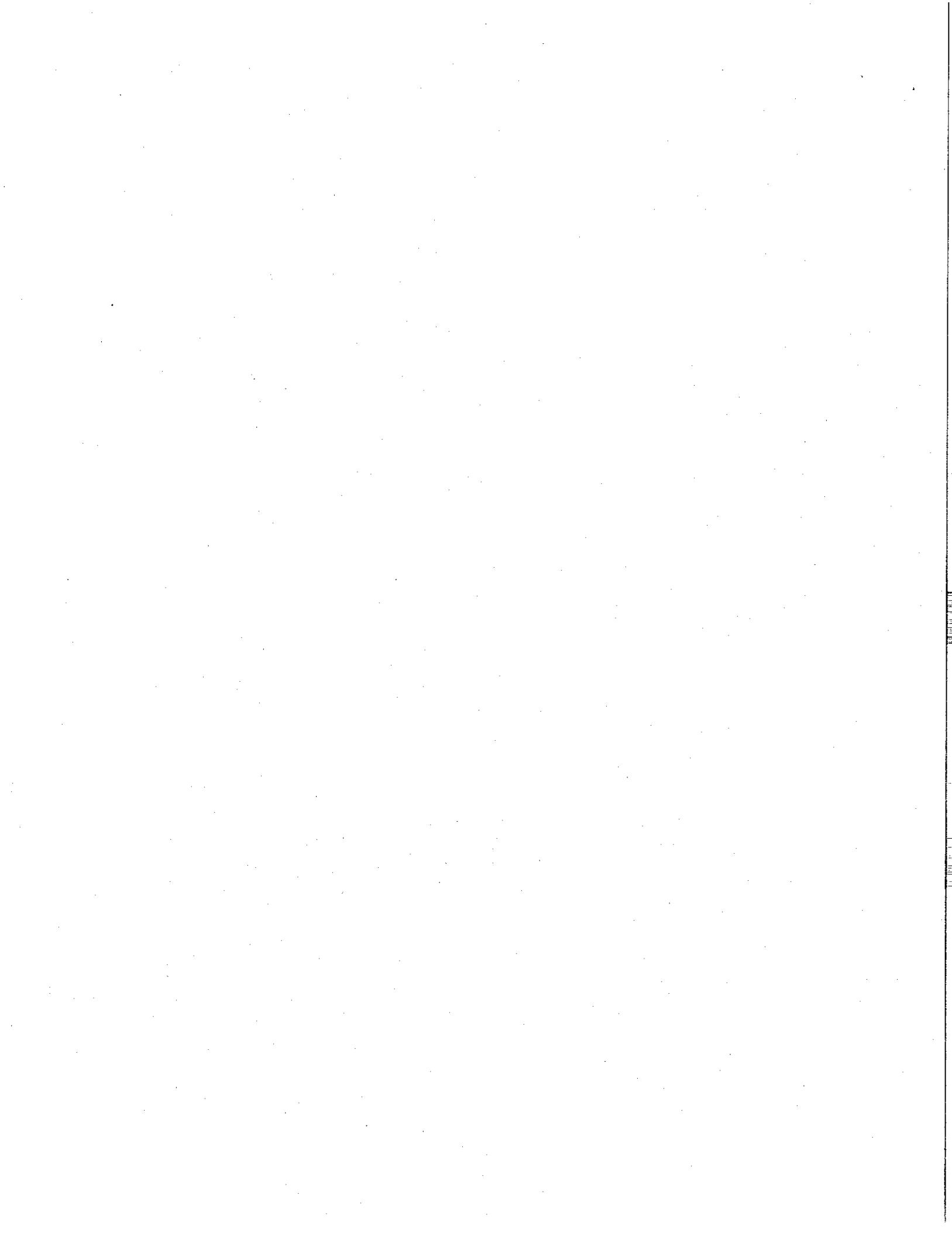
**Reason for Leaving**

temp

**Still Employed:**

No

**Military Service**



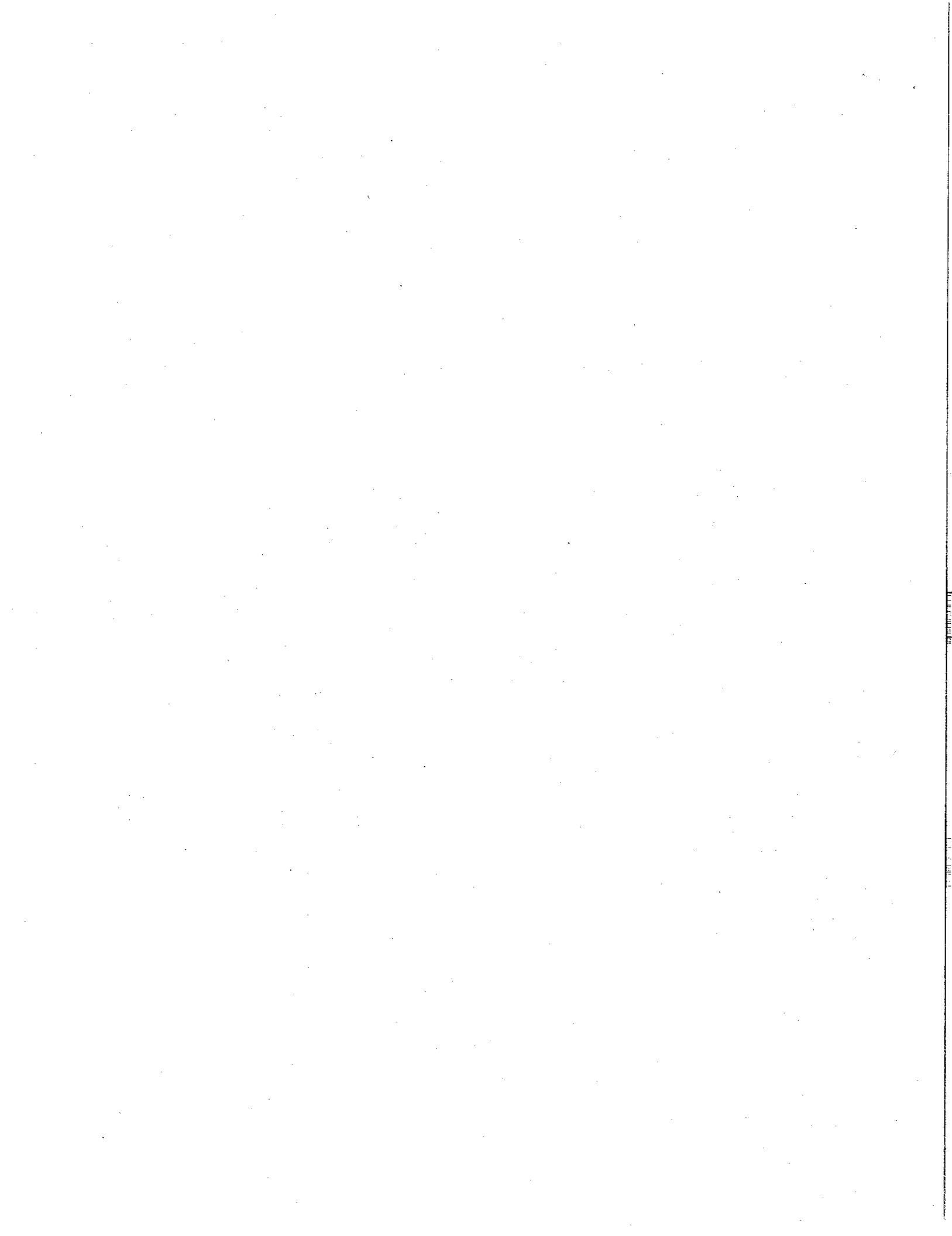
## Job Related References

### References

<b>First Name</b>	mason simmons
<b>Last Name</b>	simmons
<b>E-mail Address</b>	mason@goodwillsv.org
<b>Phone</b>	4086424653
<b>Relationship:</b>	co worker
<b>Years Acquainted:</b>	1
<b>First Name</b>	jessica
<b>Last Name</b>	cardosa
<b>E-mail Address</b>	jcardoso@goodwillsv.org
<b>Phone</b>	4085922286

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

(Checked box indicates acknowledgement)



**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.**

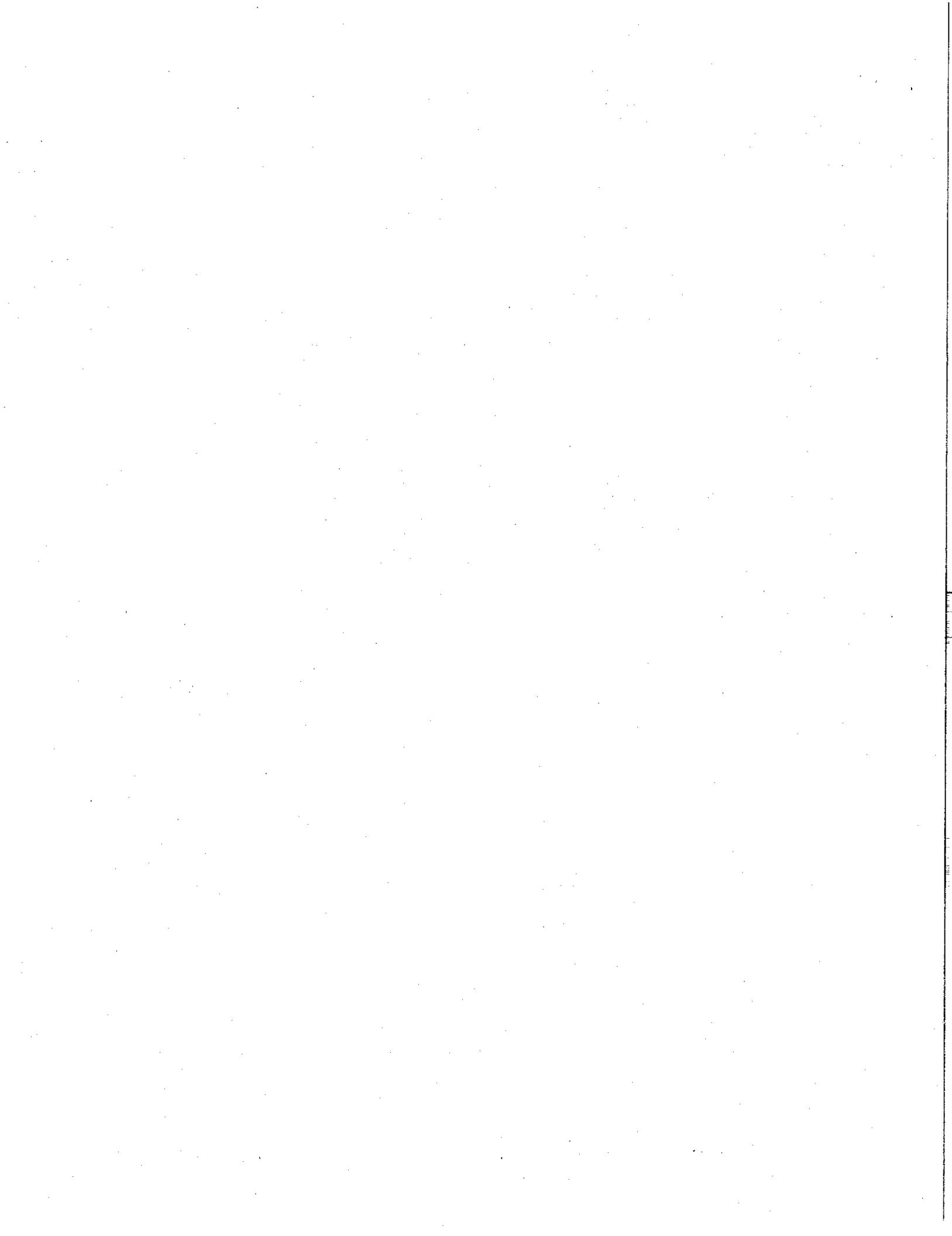
**Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In**

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)



**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):** karin macias

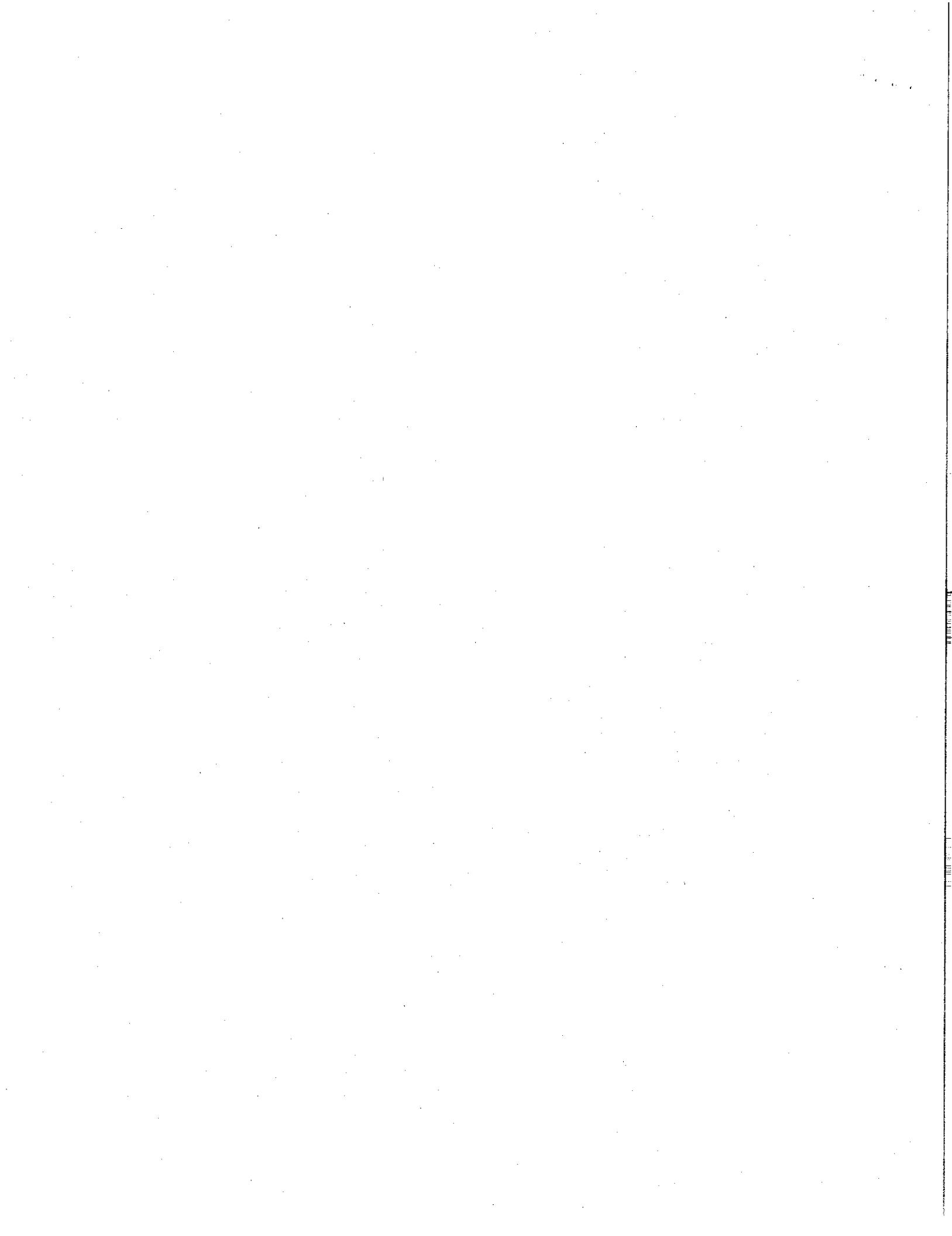
**Date:** Monday, September 30, 2019

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**



Karin-Macias new resss.pdf



**Interview Note Sheet**

Name: <i>Karin Macias</i>	Interviewer: <i>Ngoc Ho</i>
Date: <i>10/1/2019</i>	Rate of Pay: <i>\$19/hr</i>
Position (s) Applied for: <i>Concessions</i>	Referred by: <i>Indeed</i>

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

Full-Time
Part-Time
On-call

Total of 24 yrs in Food Service/Hospitality

- Not currently working
- Open weekends & weekdays
- Has worked concessions at Safeway

P.D.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

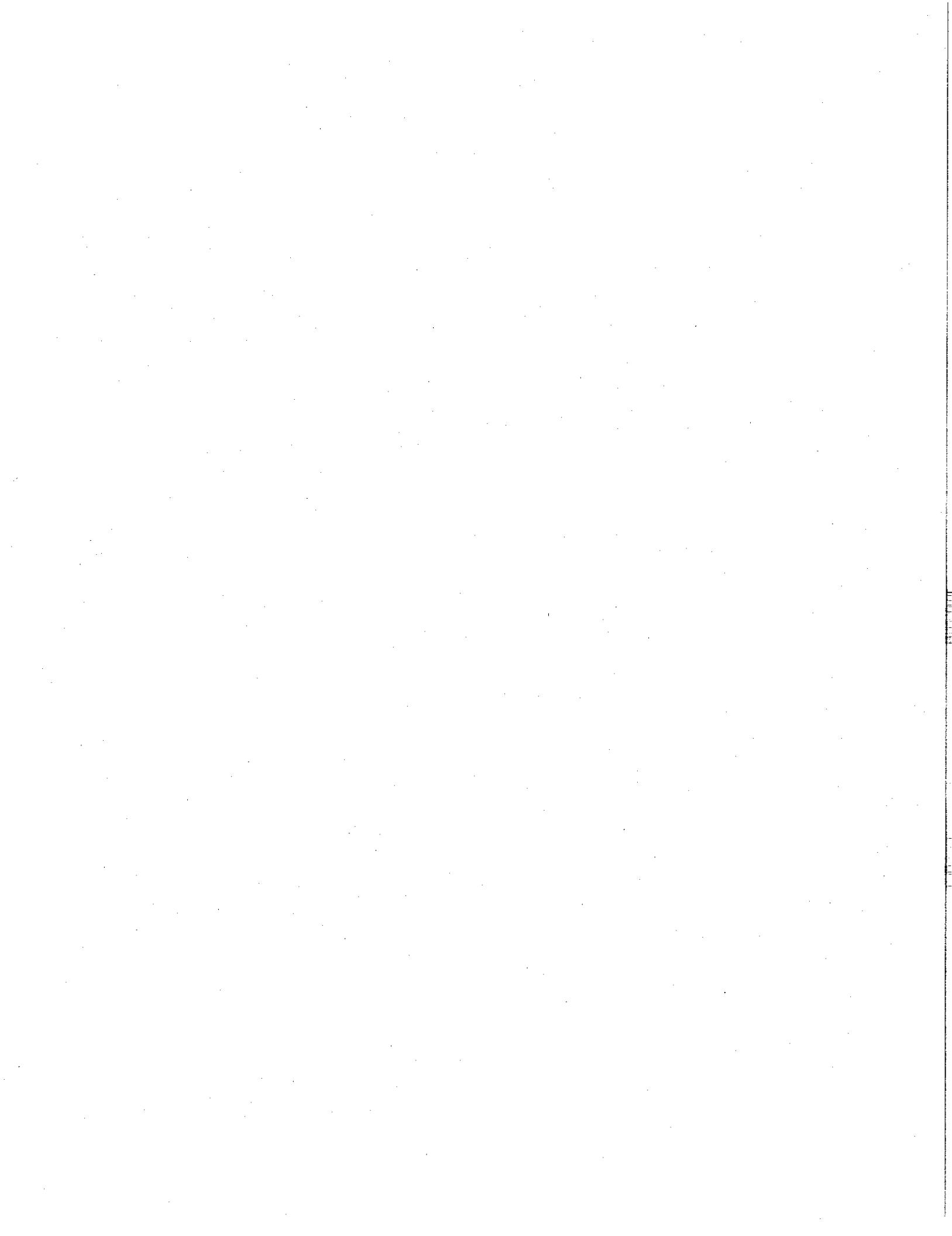
Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:



# Karin Macias

San Jose, CA

karin.macias.js@gmail.com

4089853863

I am a consistent, hard working, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

Authorized to work in the US for any employer

## Work Experience

---

### **E-Commerce Associate**

Goodwill - San Jose, CA

February 2019 to Present

Shipping and receiving ,sorter , packaging scanning products keeping inventory

### **Unloader**

Pro advantage - San Jose, CA

September 2018 to February 2019

Unload truck sort packages keep inventory of products merchandise , stock inventory in store

### **Production Associate**

Tesla - Fremont, CA

September 2018 to November 2018

Assembly line with tesla car seats

### **Package Handler/Sorter**

UPS - San Jose, CA

November 2015 to February 2016

Loaded and uploaded trucks

Sorted packages to corresponding locations

Scanned packages to process inventory

Assisted drivers with deliveries

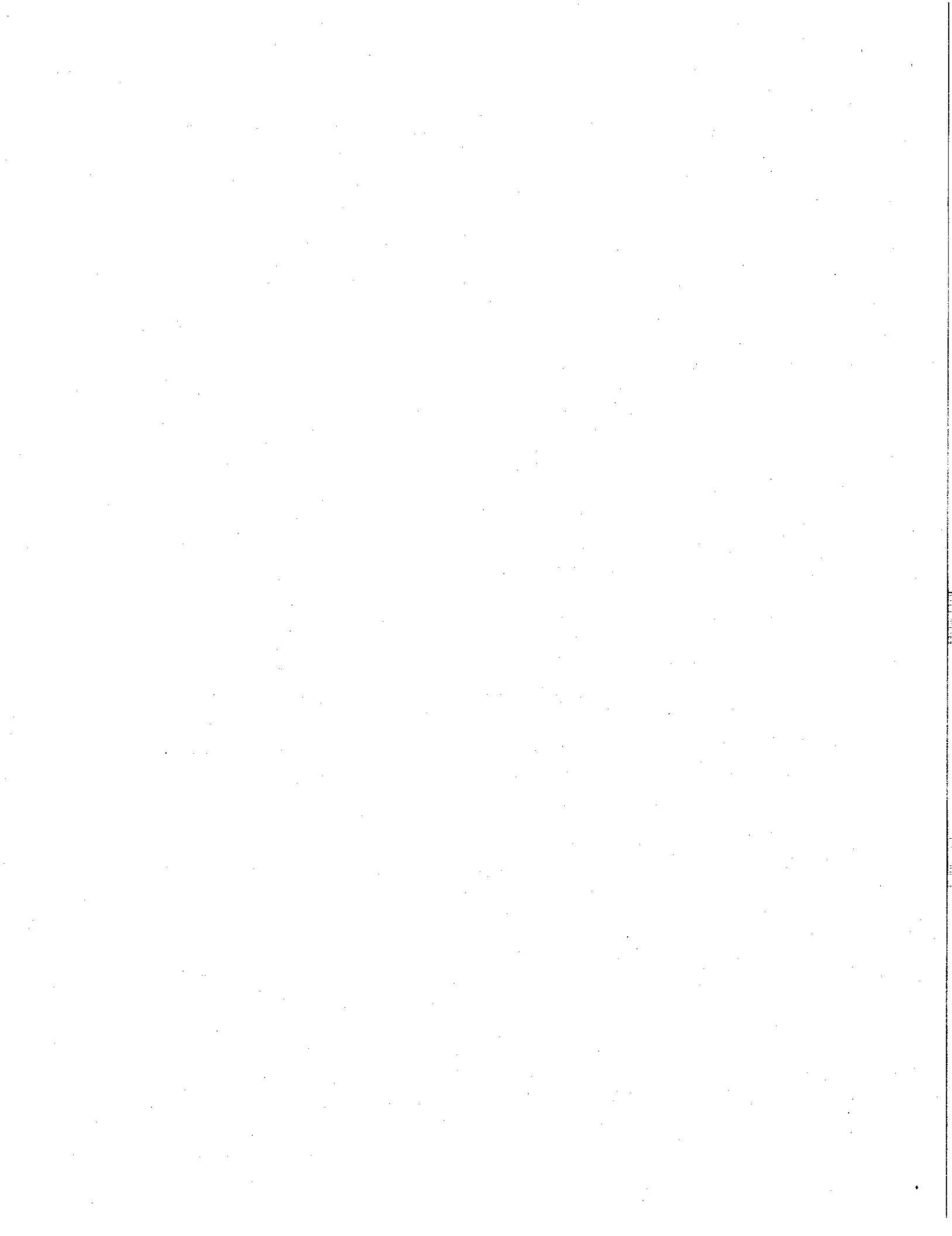
### **Package Helper**

UPS - San Jose, CA

November 2015 to January 2016

Scan and drop off packages at different locations

### **Assembly Line Worker**



Flextronics - San Jose, CA

May 2007 to March 2011

Inspected products for damage Packaged products to fulfill customers' orders

Printed and labeled packages for shipping

Made sure all details were correct to avoid mistakes and rework computer components, package and ship Sorted various components and parts

### **Machine Operator**

Mos Plastics

May 1997 to March 2011

Operated and monitor plastic injection molding machines

pull plastic parts, inspect, count inventory and pack parts ready for shipping .., worked in clean room ..

### **FIELD OF INTERESTS:**

- Warehouse, assembly and production, packaging

### **Assembly Line Worker**

NVIDIA - Santa Clara, CA

June 2008 to December 2009

Sorted various components and parts

Checked PC boards for damages

Accurately counted all parts required for assembly

Made sure orders were accurately filled

Counted quantity before being shipped.

### **Education**

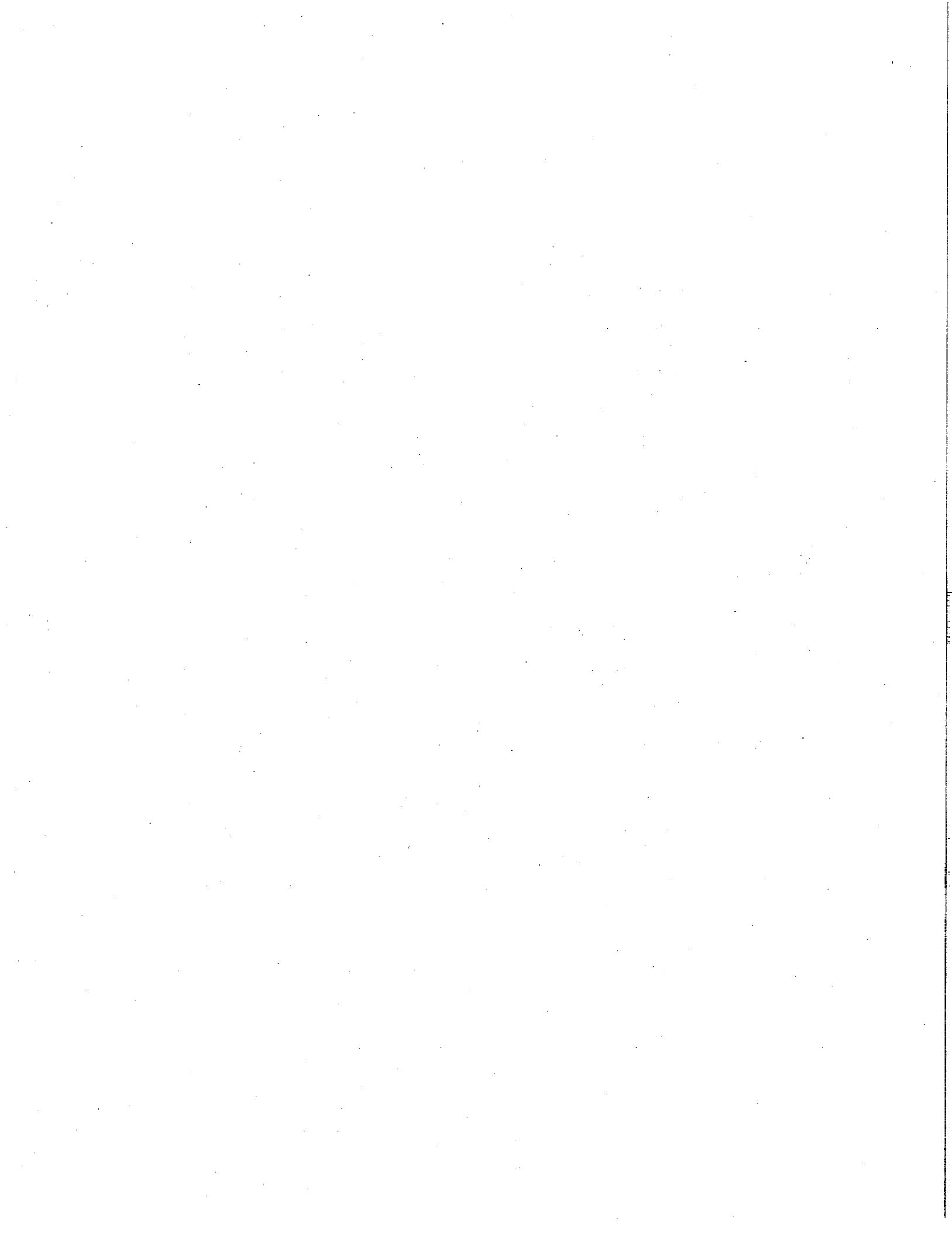
### **High school or equivalent**

### **Skills**

Picker Packer, Warehousing, Loading, Unloading, General Labor, Shipping Receiving, Shipping, Forklift, Order Puller, Warehouse Associate

### **Certifications/Licenses**

### **Driver's License**



**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Karin Macias

Start Date: 10/1/2019

**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: \$12/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:

- 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

Karin Macies

(PRINT NAME of Employer representative)

(PRINT NAME of Employee)

Ngoc Ho

Karin Macies

(SIGNATURE of Employer Representative)

(SIGNATURE of Employee)

10/1/2019

10/1/19

(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

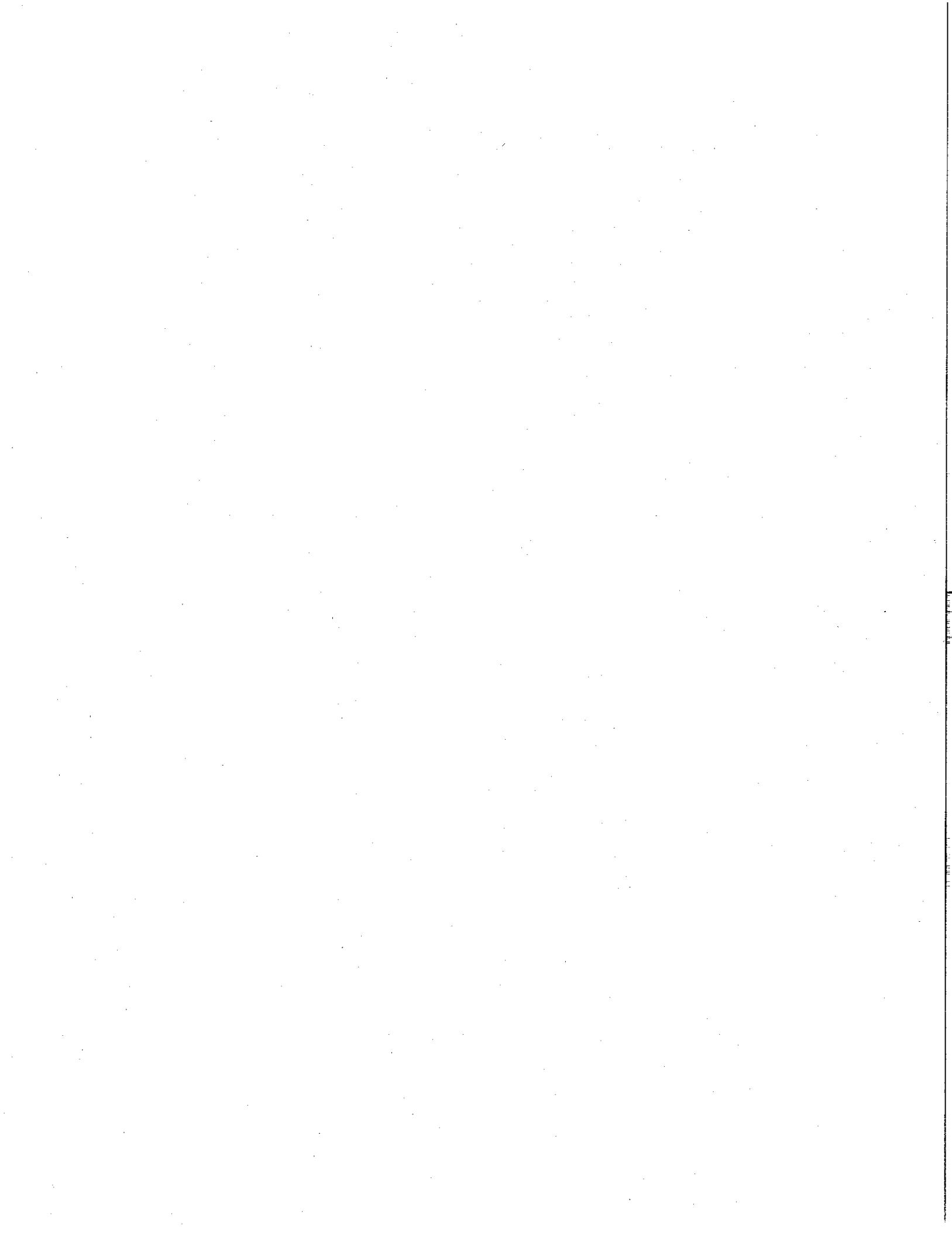
Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

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: Karin Macias Date: 10/11/19

Signature: Karin Macias



### Multiple Choice (1 point each)

A 1) A gallon is equal to \_\_\_\_\_ounces

- a. 56
- b. 145
- c. 32
- d. 128

60/

C 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 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

C 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

A 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

## Prep Cooks Test

1

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

2

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

3

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

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

4

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

5

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

6

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

7

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

8

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**

---

D 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

B 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)

Popper

19) Vegetable & Salt are the basic seasoning ingredients for all savory recipes.

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

OK

