

ACROBAT OUTSOURCING
TSC GROUP

Jena Rose Kiep

Taborca ID: 54026

Date of Hire: 10 / 14 / 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
General

Applicant Information	
Name: <u>Jeng Rose Kiep</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>10/14/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>CL</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience - Summary of Strengths

Total of <u>0 yrs</u> Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
- worked at Delta Airlines, calm down customers, solve their problems	- if it can wait until later, hold it until day is done, not everything has to go to manager	- make customers happy, do something extra	- Working at San Jose Jobs Corp.

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

Transportation <u>Public Transit</u>	Regions Available to work: <u>South Bay</u>														
Certifications (if any) <u>N/A</u>	Availability <u>- Open weekends</u> <u>- can make arrangements</u>														
Uniforms Owned: <table border="0"> <tr> <td><input type="checkbox"/> Bistro White</td> <td><input type="checkbox"/> Chef Coat</td> </tr> <tr> <td><input type="checkbox"/> Black Bistro</td> <td><input type="checkbox"/> Chef Pants</td> </tr> <tr> <td><input type="checkbox"/> Tuxedo</td> <td><input type="checkbox"/> Knives</td> </tr> <tr> <td><input type="checkbox"/> 1/2 Tuxedo</td> <td><input checked="" type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input checked="" type="checkbox"/> Non-Slip Shoes</td> </tr> <tr> <td><input type="checkbox"/> Long Black Tie</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>	<input type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives	<input type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other:		Recommendations: <u>Acrobat Academy</u> <u>Lead Academy</u>
<input type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat														
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<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie														
<input type="checkbox"/> Other:															
	Other Languages Spoken: <u>N/A</u>														

Employment Application San Jose



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.

Your Contact Information

First Name	Jena Rose
Last Name	Kiep
E-mail Address	siliongkiep@gmail.com
Phone	8082255712
Address	3485 E Hills Dr
Unit or Number	0
City, State	San Jose, CA
Zip Code	95127
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Server Busser Barback Housekeeper Dishwasher Barista

Are you applying for:

Part-Time

When can you start?

Friday, October 11, 2019

Can you work overtime?

Yes

How did you hear about us?

Social Media

Craigslist

What days/times can you work?

Select all that apply:

Friday PM

Saturday AM

Saturday PM

Sunday AM

Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

Vacation on the third week of December 2019 till the first-week of January 2020

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.

24

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

Mindszenty High School

City & State

Koror, Palau 96940

Grade/Degree

High School Diploma

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:

Proficient in computer skills such as Microsoft Programs

10-key

Data Entry

Employment History

Are you currently employed?

No

Can we contact your current employer?

No

Most Recent Employers

Name and Address of Employer

HMS Host

Sammy Ho (Manager)

300 Rodgers Blvd.
Honolulu, HI 96819

Type of Business

Warehouse

Phone Number

8082563128

Your Position & Duties

Stock
Deliver
Inventory

Date of Employment (from/to):

Feb 2019 - May 2019

Reason for Leaving

12 weeks internship program

Still Employed:

No

Name and Address of Employer

Hawaii Job Corp
Nicholas Pimental (HJCC Career Counselor)
Waimanalo, HI 96795

Type of Business

Career Training Program

Phone Number

8082596092

Your Position & Duties

Office Administration Trade Manager/Trainee
Help Students with school works
Answer phones
Computer Work

Date of Employment (from/to):

Aug 2018 - Sept 2019

Reason for Leaving

Trade Completion

Still Employed:

No

Have you ever been fired from a previous place of employment? If yes, please explain:

No

Military Service

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

No

Job Related References

References

First Name	Nicholas
Last Name	Pimental
E-mail Address	Pimental.Nicholas@jobcorps.org
Phone	8082596092
Relationship:	Career Counselor
Years Acquainted:	1
First Name	Dwight
Last Name	Keola
E-mail Address	Keola.Dwigh@jobcorps.org
Phone	8082596017
Relationship:	Career Training Manager
Years Acquainted:	1
First Name	Mary
Last Name	Lewis

E-mail Address

lewis.mary@jobcorps.org

Phone

8084793593

Relationship:

Vocational Instructor

Years Acquainted:

1

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

(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 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.

(Checked box indicates acknowledgement)

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):

Jena Rose Kiep

Date:

Thursday, October 10, 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



Resume_OriginalFinal Jena Rose Kiep.docx

Jena Rose NgesilongKiep

3485 E Hills Dr., San Jose, CA 95127 * Phone: (808) 225-5712 * Email: silongkiep@gmail.com

Professional Qualifications:

<i>Computer Software</i>	<i>Basic Office Equipment</i>
Windows Operating System	All-in-One Printer (print, copy, scan, fax)
Microsoft Office Specialist Word 2016	10 Key calculator
Proficient In Microsoft Excel	Fax Machine
Clerical Skills Fax Machine	Projector, Multi-Line Telephone

Work History:

Office Manager (Intern)

Office Administration, Hawaii Job Corps

- Managed trade activities& paper works
- Trained& delegated tasks to students

2018- 2019
Waimanalo, HI

Host Utility

HMS Host Warehouse

- Stocked products
- Differentiate storage locations for products
- Documented inventory

2019
Honolulu, HI

Customer Service Agent

Pacific Airport Service (Delta Air Lines)

- Baggage Service Officer
 - Providing & resolving information for damaged/lost/late luggage
- Cabin Cleaning Agent
 - Cleaning & servicing of cabin interiors& conducting cabin search
- Security Screening Maintenance Officer
 - Maintained screening machines& documented machine information

2017 – 2018
Ngerusar, Airai

Education:

Office Administration

Hawaii Job Corps

2018 – 2019

Business Administration Major

Palau Community College

2013 – 2016

High School Diploma, High Honor

Mindszenty High School

2009 – 2013

Awards& Certifications: 2018-2019

Career Success Standard: Safety Award
Microsoft Office Specialist for Word 2016
Office Proficiency Assessment and Certification

Professional References:

EmmilouKyota
Pacific Airport Service Manager
Phone: (680) 775-6233
Email: emkmanabar@gmail.com

Volunteer & Community Service: 2018-2019

Kailua Fireworks Beach Cleanup
Waimanalo Christmas Parade
Salvation Army Thanksgiving Dinner
Culinary HPU Catering Event
Dynamic Compassion in Action Food Bank Distribution

Nicholas Pimental
Career Counselor, Hawaii Job Corps Center
Phone: (808) 259-6092
Email: Pimental.Nicholas@jobcorps.org

Dwight Keola
Career Technical Manager, Hawaii Job Corps Center
Phone: (808) 259-6017
Email: Keola.Dwight@jobcorps.org

Jena Rose NgesilongKiep

3485 E Hills Dr., San Jose, CA 95127 * Phone: (808) 225-5712 * Email: silongkiep@gmail.com

Professional References:

Emmilou Kyota

Pacific Airport Service Manager

Phone: (680) 775-6233

Email: emkmanabat@gmail.com

Nicholas Pimental

Career Counselor, Hawaii Job Corps Center

Phone: (808) 259-6092

Email: Pimental.Nicholas@jobcorps.org

Dwight Keola

Career Technical Manager, Hawaii Job Corps Center

Phone: (808) 259-6017

Email: Keola.Dwight@jobcorps.org

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Jena Rose Kiep

Start Date: 10/14/2019

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 - The Service Companies

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) 884-0772

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: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

☐ 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.

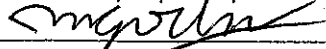
The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 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

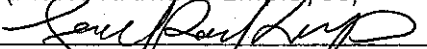
(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

10/14/2019
(Date)

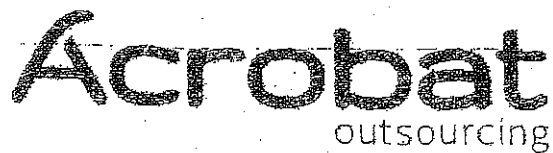
Jera Rose Kiep
(PRINT NAME of Employee)


(SIGNATURE of Employee)

10/14/19
(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.



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: Jena Rose Kiepp Date: 10/14/19

Signature: Jena Rose Kiepp

