

ACROBAT OUTSOURCING
TSC GROUP

Anita Ochoa

Taborca ID: 54078

Date of Hire: 10 / 16 / 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>Anita Ochoa</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>10/17/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Server, Cashier/Concessions</u>	Referred by: <u>Zip R</u>

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

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

Events

Reference Experience & Summary of Sections			
Total of <u>12yrs</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:
-one thing at a time -help delegate tasks, check w/ supervisor	-stop and talk and if not comfortable, then talk to your supervisor	-team player, by closing time, do the last few chores	

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

Transportation	Home is Available to work
<u>Car</u>	<u>South Bay</u>
Certifications (if any)	Availability
<u>N/A</u>	<u>Open</u>
Uniforms Owned	Recommendations
<input checked="" type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input type="checkbox"/> Other: _____	<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy
Other Languages Spoken	
<u>N/A</u>	

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.

PLEASE PRINT

Full Name ANITA OCTOIA Date: 10/16/19
Home Telephone () _____ Other Telephone (650) 714-5992
Present Address 1330 MIDDLEFIELD RD
Permanent Address, if different from present address: _____
Email Address ANITA.OCTOIA.XO@GMAIL.COM

EMPLOYMENT DESIRED

Position applying for: SERVER/BARTENDER Salary desired: \$ 20.00

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 ZIP RECRUITER 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?

NOW... ASAP.

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
NO

PERSONAL INFORMATION

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.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
MTN. VIEW H.S.	M.V. CA.	12	YES
FOOTHILL SR. COLLEGE	LA. CA.	2 yrs.	NO
Do you have any special licenses, certificates or special training? If so please list under "Special".		<input checked="" type="checkbox"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="checkbox"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="checkbox"/> 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: CERTIFICATIONS FOR MS-SUITE			

SOFTWARE

EMPLOYMENT HISTORY

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 BOWLECO BOWLING ALLEY

Type of Business BOWLING Telephone No. 406, 262-6950 Supervisor's Name AMANDA

Your Position and Duties CASH SERVER & BARTENDER
SERVING & MAKING DRINKS, ARRIVING OFF KIOSKS AT
ENTER CITY

Dates of Employment: From 1/2019 To 6/2019

Reason for Leaving: FOR PERSONAL SAFETY REASONS

Name and Address of Employer OSCAR'S CLEANING SERVICES

Type of Business CLEANING Telephone No. N/A Supervisor's Name OSCAR VELAZ

Your Position and Duties CLEAN THOROUGHLY FROM
TOP TO BOTTOM HOUSES, OFFICES, ETC.

Dates of Employment: From 1/2018 To 12/2018

Reason for Leaving: MOVING BACK TO FLORIDA

Name and Address of Employer THE ORGANIC TRIO

Type of Business FOOD TRAILER Telephone No. N/A Supervisor's Name RAFAEL

Your Position and Duties CASHIER & SERVER
SET UP THE TABLES & UTENSILS, WORKING
TURN ON MONITOR TO MARKET THE BIZ

Dates of Employment: From 3/18 To 10/18

Reason for Leaving: WENT OUT OF BIZ DECIDED TO
ENTER FOUR EVENTS = SOLD TRAILER

Name and Address of Employer SOSHUA CHARLES

Type of Business CATERING CO. Telephone No. (650) 244-8829 Supervisor's Name CHRISTOPHER KELLY

Your Position and Duties SERVER & BARTENDER
SET UP FOR EPH EVENT, SERVE,
BRKFAST DOWN
Dates of Employment: From 2016 To 2017
Reason for Leaving: SEASONAL HIRING ONLY

Have you ever been fired from any previous place of employment? If so, please explain: YES
CONFLICTS OF INTEREST & TREATMENT

MILITARY SERVICE

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

JOB RELATED REFERENCES

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

Name: Kim TINSLEY - HIGH TOWER (CELL.)
Address: N/A Telephone No. 501 305-0625 SANTA CLARA
Occupation: EXECUTIVE SECRETARY Relationship: FRIENDS Number of Years Acquainted: 40 YRS.

Name: SEAN MARTIN (CELL.)
Address: N/A Telephone No. 408 824-3112
Occupation: RESTAURANT MANAGER Relationship: WORK Number of Years Acquainted: 3

Name: STEPHANIE BOND (CELL.)
Address: N/A Telephone No. 602 952-5652
Occupation: EFFICIENCY Q & A. Relationship: MEMBER OF ETOILES CLUB (NON-PROFIT) Number of Years Acquainted: THRS YRS 2019

Please Read Carefully, Initial Each Paragraph and Sign Below

A.O.

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.

A.O.

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.

A.O.

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.

A.O.

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.

A.O.

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

Justin M. Oles

Date

10/16/19

ANITA OCHOA

Mountain View, CA

Mobile: 650-714-5992 • E-mail: anitachoa.ao@gmail.com

CAREER OBJECTIVE

A position that leverages my natural interpersonal and team talents in the food industry and retail customer-service field.

PROFESSIONAL SUMMARY

- Professional server and bartender with more than 20 years of experience and an extensive knowledge of spirits, along with an intuitive ability to engage a wide variety of customers.
- Friendly, open and committed to building a customer base by providing positive service experience.

WORK HISTORY

2019

- Real estate marketing and staging for a home sale in Folsom.
- Bartender and lane server at **Bowlero Bowling Alley** in Milpitas.

2018

- Personal assistant for Oscar Avilar in Campbell, coordinating and completing special projects.

2017

- Cashier server for **The Organic Taco** in Silicon Valley, which serves solely organic certified food.
- Server bartender for **Joshua Charles Catering** in Redwood City.

2000 - 2016

- Banquet hostess, server, bartender at **Sunnyvale Municipal Golf Course**, where I was responsible for banquet arrangements, bartending and restaurant services, as well as opening, closing and securing the premises.
- Assistant store manager at **Boutique 4** in Mountain View, where I supervised sales associates.
- Sales coordinator at **UltraCade Technologies**, where I performed sales support functions including order entry and status, created daily reports for vice president, sales director and inside sales manager.
- Front desk coordinator for **Hallmark Construction, Inc.**, where I managed the phone system and updated daily project board for general public and daily project reports for project managers.
- Accessories manager at **Marshall's Department Store** in Mountain View where I managed all accessory stock and sales including Fine Jewelry Counter. In charge of all seasonal display color coordinating and merchandising.
- Business development administrator for **Direct TV Broadband, Inc.** where I managed the internet service provider information database for all inquiries locally and internationally.

VOLUNTEER EXPERIENCE

2016-present

- Member of non-profit **Fraternal Order of Eagles 2356**, Mountain View, where I'm involved in fundraising for local and national charitable organizations.

EDUCATION

Certification in MS Office Excel and Word from Mountain View-Los Altos Adult Education.
Undergraduate college coursework in music and business at Foothill College, Los Altos.
High school diploma from Mountain View High School.

Name ANITA OCHOA
Score 22/35

Servers Test

Multiple Choice

- A 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- C 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- B 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

22/35
66%

Match the Correct Vocabulary

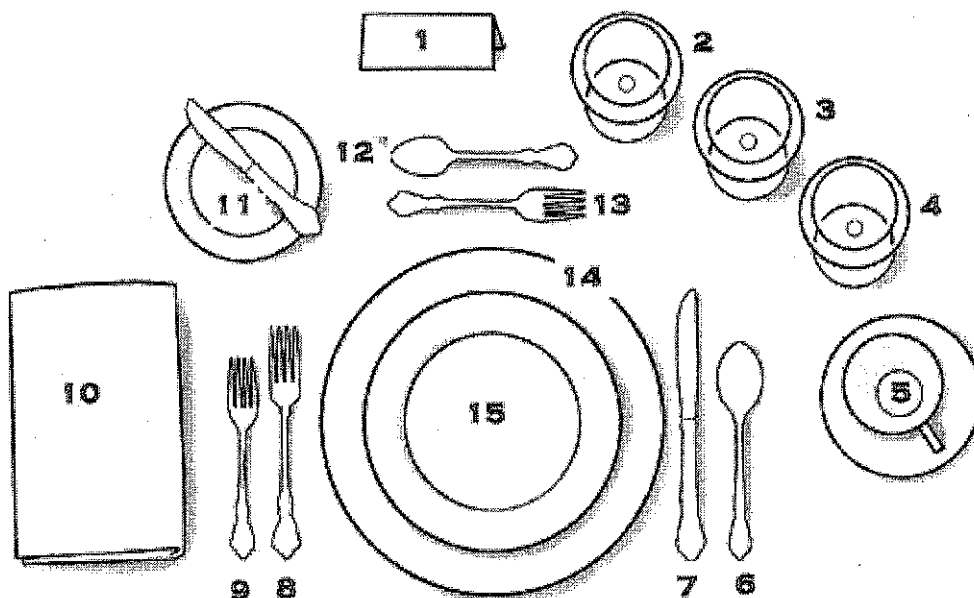
- D Scullery
E Queen Mary
A Chaffing Dish
B French Passing
G Russian Service
F Corkscrew
C Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
C. Used to hold a large tray on the dining floor
D. Area for dirty dishware and glasses
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F. Used to open bottles of wine
G. Style of dining in which the courses come out one at a time

Name ANITA OCHOA

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|-------------------|-----------------------|-------------------|------------------------------|
| <u>10</u> | Napkin | <u>9</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>2</u> <u>4</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> <u>8</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>3</u> | Wine Glass (White) |
| <u>4</u> <u>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 12 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? CREAM, SUGAR and/or
- Synchronized service is when: EVENLY FOLDS INTO PLACE SUBS
- What is generally indicated on the name placard other than the name? SEATING NUMBER
- The Protein on a plate is typically served at what hour on the clock? 5:00 O'CLOCK
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
ASK CHEF (SU) and/or your manager

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Anita Ochoa
Start Date: 10/16/2019

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) 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: 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

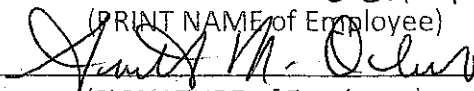
(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

10/16/2019
(Date)

AWITA OCHUA
(PRINT NAME of Employee)


(SIGNATURE of Employee)

10/16/19
(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: SWITA Ochoa Date: 10/16/19

Signature: [Handwritten Signature]

