

# ACROBAT OUTSOURCING

## TSC GROUP

Rose Quindorza

Taborca ID: 54194

Date of Hire: 10/23/2019

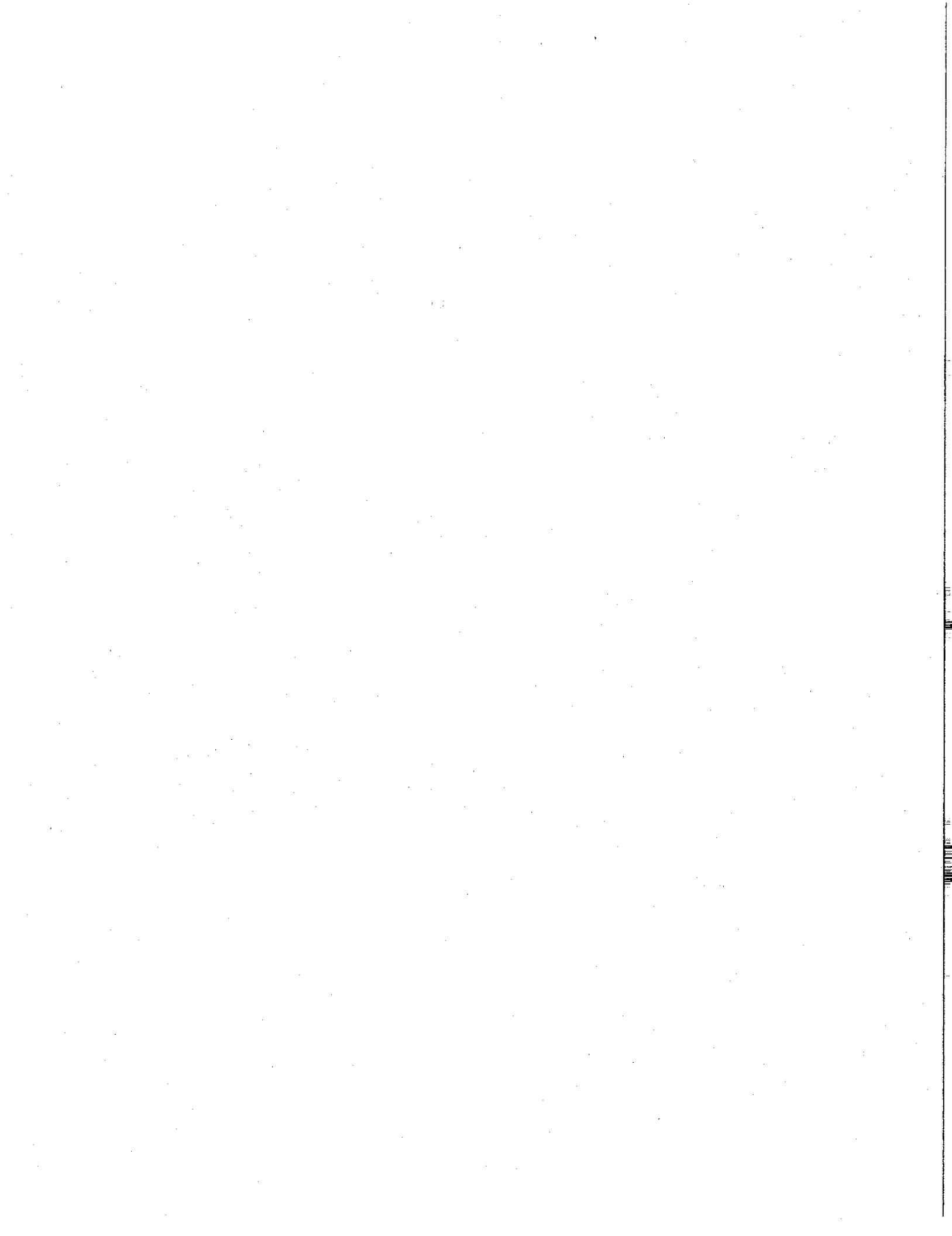
Date of Re-Act:   /  /  

- 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

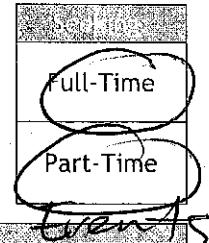


## Interview Note Sheet

## General

Name: <u>Rose Quindoza</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>10/23/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Kiosks</u>	Referred by: <u>CL</u>

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



Total of <u>8 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:
- prioritize and time management, one step at a time	- communicate and handle rationally or go to supervisor	- go to work, go the extra mile, find out what they want, greet w/ a smile	- used to work as food service worker at Bon Appetit

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

Car

FHC

Bistro White	Chef Coat
Black Bistro	Chef Pants
Tuxedo	Knives
1/2 Tuxedo	Black Pants
Black Vest	Non-Slip Shoes
Long Black Tie	Bow Tie
Other:	

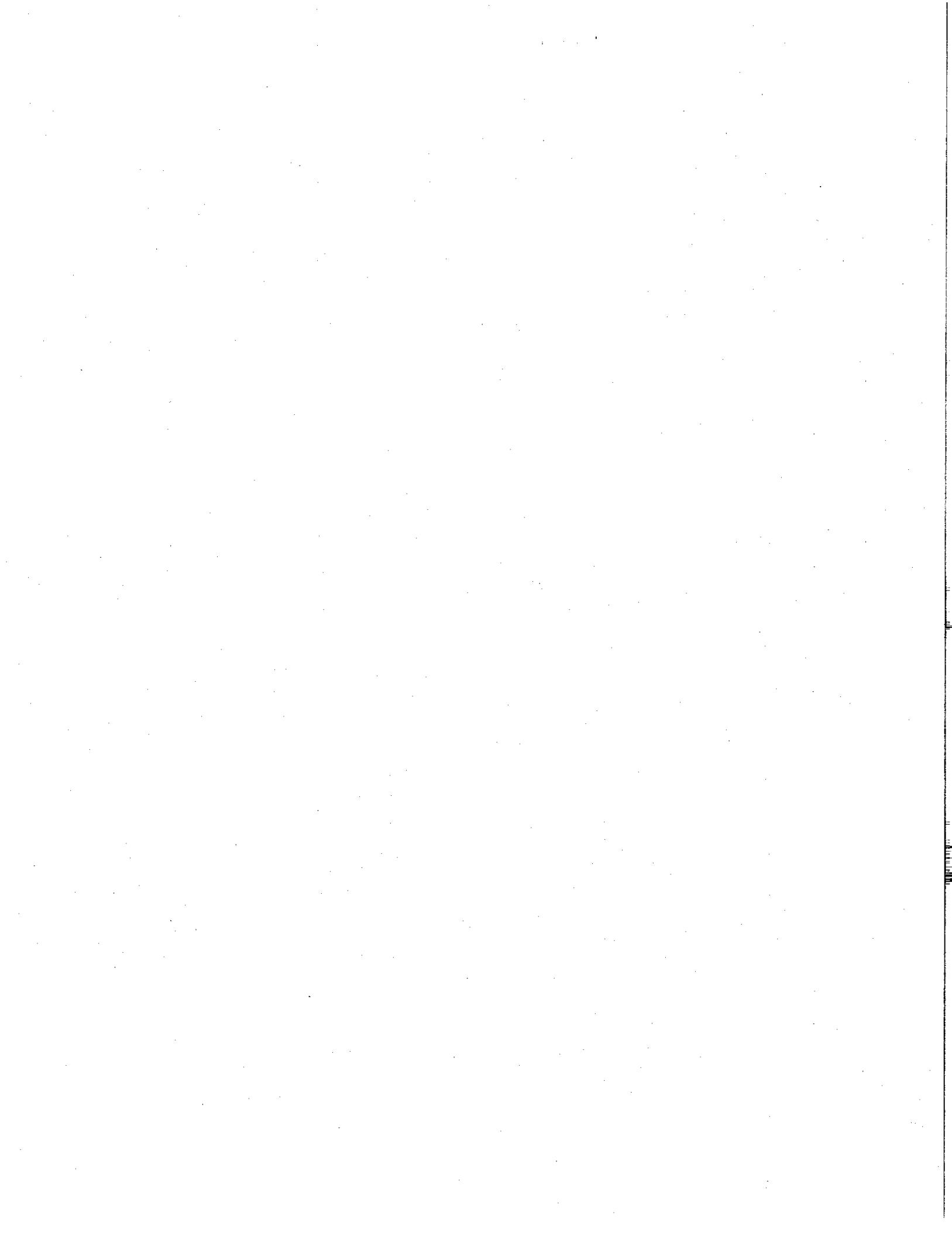
South Bay

M-F, some weekends,

Acrobat Academy

Lead Academy

Spanish Tagalog



## 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 ROSE QUINDOZA Date: OCTOBER 23, 2019  
Home Telephone (619) 748-9382 Other Telephone (619) 748-9382  
Present Address 7209 RAINBOW DR. # CO2, SAN JOSE CA 95129  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address chingundoza77@gmail.com

EMPLOYMENT DESIRED

Position applying for: CASHIER/CONCESSION Salary desired: \$17- \$19

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 \_\_\_\_\_ Newspaper  Job Fair  Agency

Company Website  Other Web Posting  Other Source  CRAIGSLIST

Could you work overtime, if necessary? Yes  No  If hired, on what date could you start working?

OCT. 29, 2019

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		7-3	7-3	7-3	7-3	7-3	7-3
PM							

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

YES. DEC. 20 - JAN 2, 2020

**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?
MORSE HIGH	SAN DIEGO, CA	H.S. DIPLOMA	YES
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		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:	FOOD HANDLERS CARD, POS KNOWLEDGE, SPEAKS SPANISH, SOME KNOWLEDGE OF MS WORD.		

**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 BO ENTERPRISES - LOS GATOS, CA

CALL CENTER

Type of Business OFFICE Telephone No. ( ) Supervisor's Name AUSON RODRIGUES

Your Position and Duties CUSTOMER SERVICE / SCHEDULER

Dates of Employment: From 07/19 To 09/19

Reason for Leaving: PAY RATE IS LOW

Name and Address of Employer BON APPÉTIT AT GOOGLE - 809 11TH AVE. TC#4  
SUNNYVALE, CA 94089

Type of Business FOOD SERVICE Telephone No. 408 899-0592 Supervisor's Name AMIR AHMED

Your Position and Duties FRONT OF HOUSE / CUSTOMER SERVICE

Dates of Employment: From 05/18 To 06/19

Reason for Leaving: CHANGE OF MANAGEMENT / NO PAY RAISE

Name and Address of Employer SODEXO USA - 3800 TRIPOLI AVE. BLDG. #620  
FOOD SERVICE

Type of Business CAFE Telephone No. 858 775-0397 Supervisor's Name MIKE WOLFENDEN

Your Position and Duties CASHIER / FOOD PREP

PROP SALAD BAR, PASTRIES, + FRUITS, CASH HANDLING

Dates of Employment: From 07/12 To 05/18

Reason for Leaving: MOVING TO SAN JOSE

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: NO

**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: AMIR AHMED Telephone No. 408 899-0592

Address \_\_\_\_\_

Occupation: CAFE MGR. Relationship: FORMER BOSS Number of Years Acquainted: 1 1/2 yrs.

Name: MARC MURPHÉY Telephone No. 619 655-8775

Address \_\_\_\_\_

Occupation: CHEF MGR. Relationship: FORMER BOSS Number of Years Acquainted: 6 yrs.

Name: CARMEN CERDA Telephone No. 408 838-2522

Address \_\_\_\_\_

Occupation: FLORIST Relationship: PRIEND Number of Years Acquainted: 1 YR.

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

CQ

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.

CQ

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.

CQ

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.

CQ

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.

CQ

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.

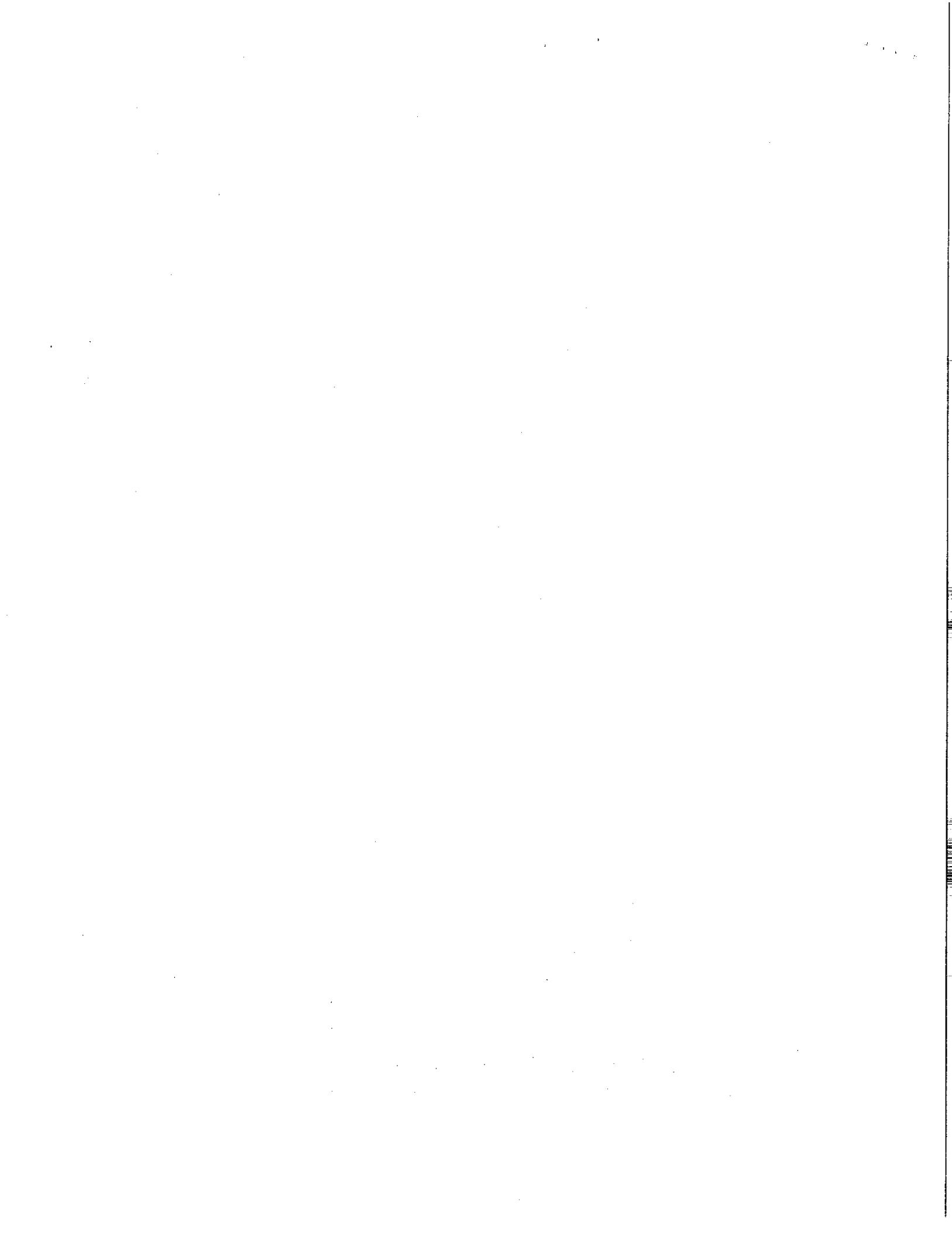
I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

Forre Quinday

Date

10/23/19



**ROSE QUINDOZA**  
7299 Rainbow Dr. #G02  
San Jose CA 95129  
(619) 748-9382  
chinquindoza77@gmail.com

**EMPLOYMENT HISTORY:**

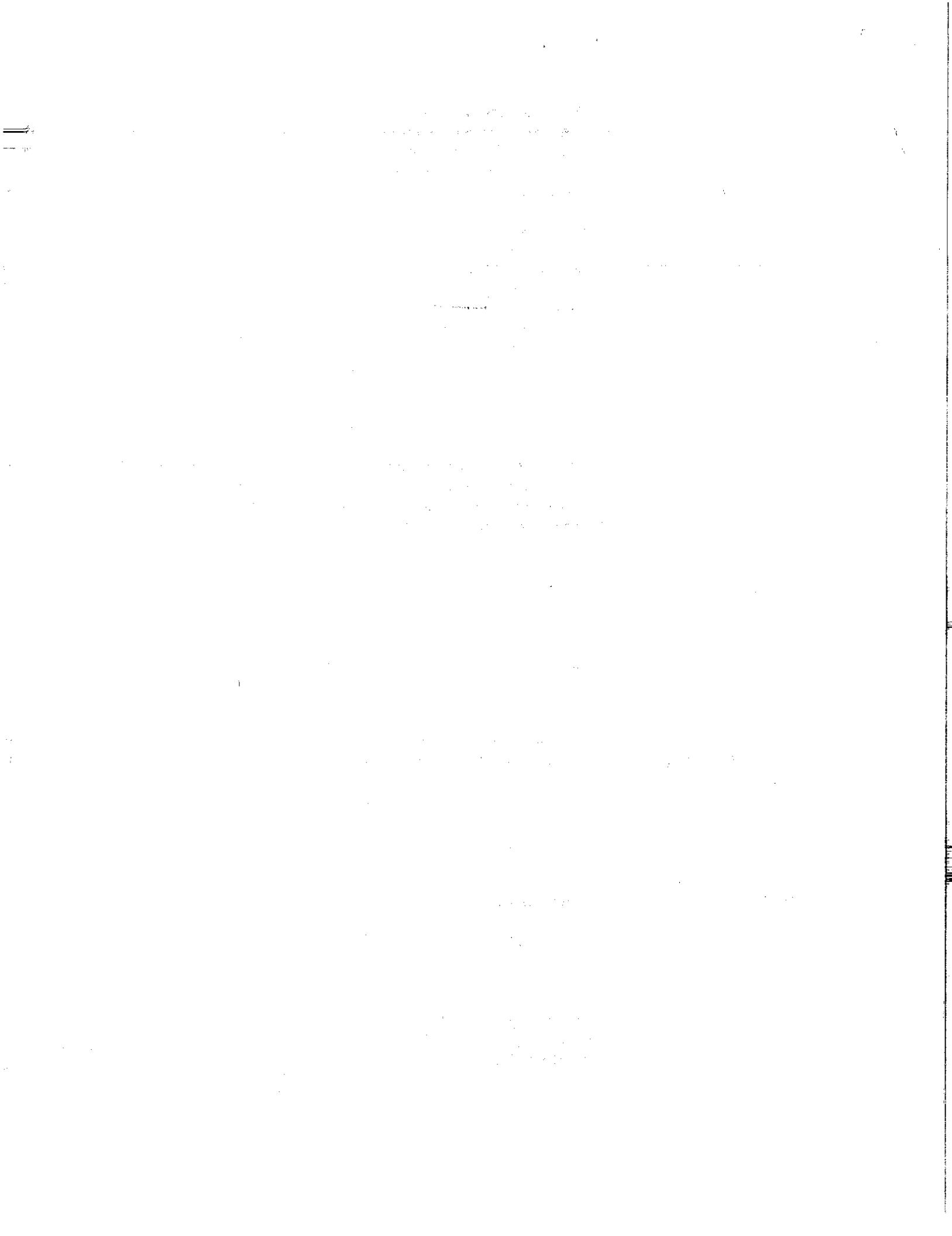
**Bo Enterprises** **Los Gatos, CA**  
Customer Service/Scheduler  
**July 2019 – Present SEPT. 2019**  
Scheduling customers for free program  
Answering high volume calls  
Communicating with installers/customers on daily basis.

**Bon Appetit Management Company** **Sunnyvale, CA**  
Google @ Tech Corners  
Hostess – Front of the House  
**May 2018 – June 2019**  
Setting up the line for lunch service  
Preparing pastries/fruits  
Restocks and replenish condiment station  
Follows temperature guidelines and food handling safety protocol

**Sodexo**  
**MCRD (Marine Corps Recruitment Depot)** **San Diego, CA**  
**Cashier/Hatch Monitor**  
**July 2012 – May 2018**  
• Cash Handling  
• Setting up Salad Bar/Pastries  
• Food Prep  
• Assist cooks with assigned tasks  
• Follows temperature control and sanitation procedures

**Rice King**  
**Balboa Naval Medical Center** **San Diego, CA**  
**Cashier/Server**  
**January 2009 – May 2012**  
• Providing good customer service  
• Handling cash register  
• Preparing sushi rolls  
• Maintain cleanliness of the store

**UCSD Medical Center** **San Diego, CA**  
**Administrative Assistant**  
**June 2007 – September 2008**



- \* Schedules appointments
- \* Secures and obtains authorization for procedure
- \* Answering incoming calls
- \* Maintains and organizes medical records
- \* Provides good communication and customer service skills

**UCSD Medical Center San Diego, CA**

**Hospital Unit Service Coordinator**

**December 2001 – June 2007**

- \* Schedules appointments
- \* Answering phones
- \* Transcribes physicians orders
- \* Provides patient care support to staff and nurses
- \* Orders office supplies for the unit

**UCSD Medical Center San Diego, CA**

**Nutrition Food Service Worker**

**July 1998 – December 2001**

- \* Prepares and delivers meals to patients
- \* Follows the safety guidelines of food handling and sanitation
- \* Provides excellent customer service skills to patients and staff

**EDUCATION:**

**Morse High School San Diego, CA**

**High School Diploma – June 1995**

**COMPUTER AND  
OTHER SPECIAL  
SKILLS:**

- Microsoft Word, Data entry
- Trilingual – Spanish and Tagalog
- Knowledge of medical terminology
- Knowledge of point of sales system

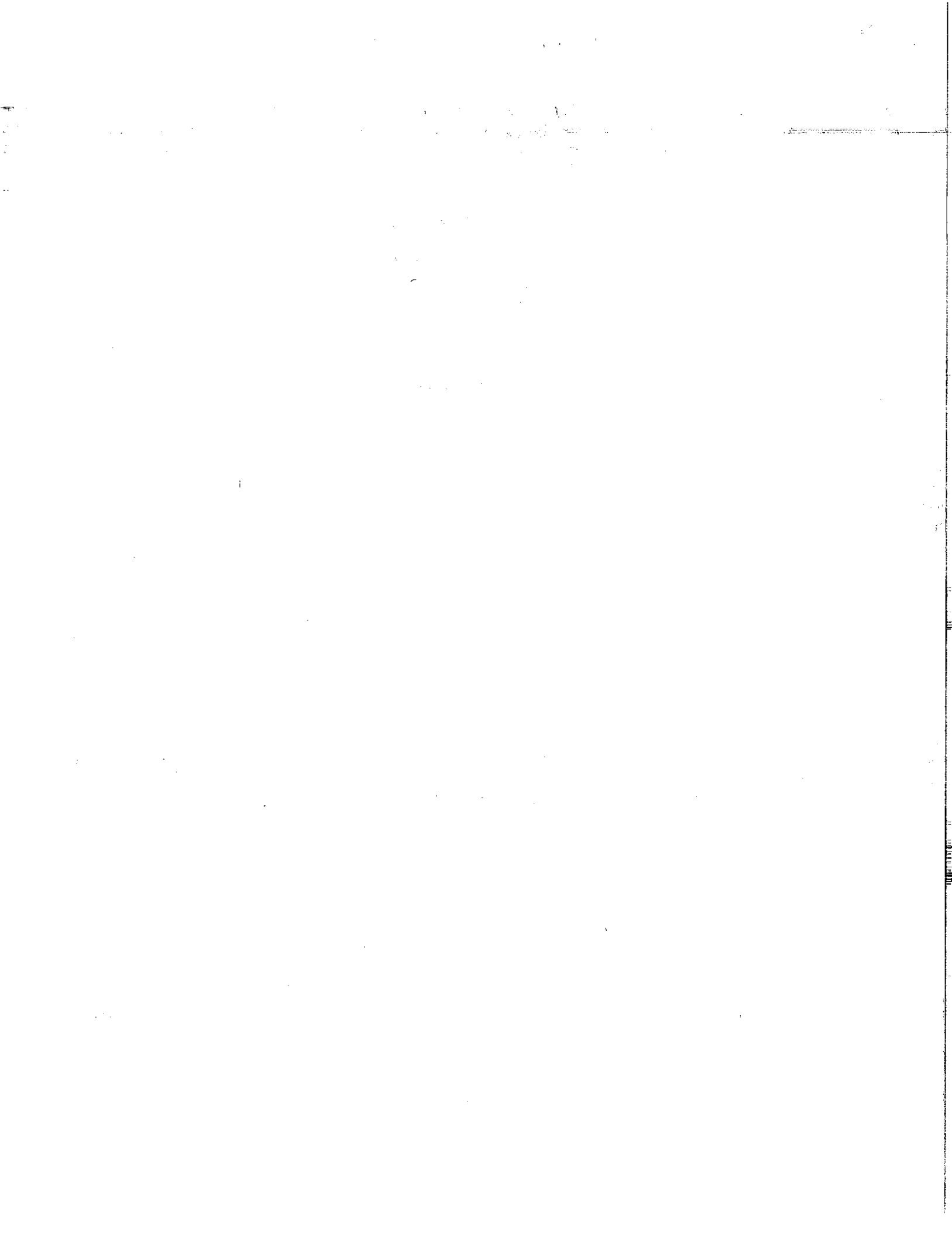
**REFERENCES:**

**Amir Ahmed**

809 11<sup>th</sup> Ave. TC-4  
Sunnyvale, CA 94089  
(408) 899-0592

**Marc Murphey**  
3900 Tripoli Ave. Bldg. #620  
San Diego, CA 92110  
(619) 655-8775

**Napoleon Abella**



3900 Tripoli Ave. Bldg.#620  
San Diego, CA 92110  
(619) 209- 5807



**NOTICE TO EMPLOYEE**

Labor Code section 2810.5

**EMPLOYEE**Employee Name: Rose Quindozza  
Start Date: 10/23/2019**EMPLOYER**Legal Name of Hiring Employer: S E ScherIs 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 CompaniesPhysical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126Telephone Number: (408) 844-0772**WAGE INFORMATION**Rate(s) of Pay: \$19/hr Overtime Rate(s) of Pay: \$28.5/hrRate 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  NoIf 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)

Ngoc Ho

(SIGNATURE of Employer Representative)

10/23/2019

(Date)

ROSE QUINDOZA

(PRINT NAME of Employee)

Rose Quindzoza

(SIGNATURE of Employee)

10/23/2019

(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.

## 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: ROSE QUINDOZA Date: 10/23/2019

Signature: Rose Quindza

