

# ACROBAT OUTSOURCING

## TSC GROUP

Wesley Sawkitoga

Taborca ID: 54321

Date of Hire: 10/30/2019

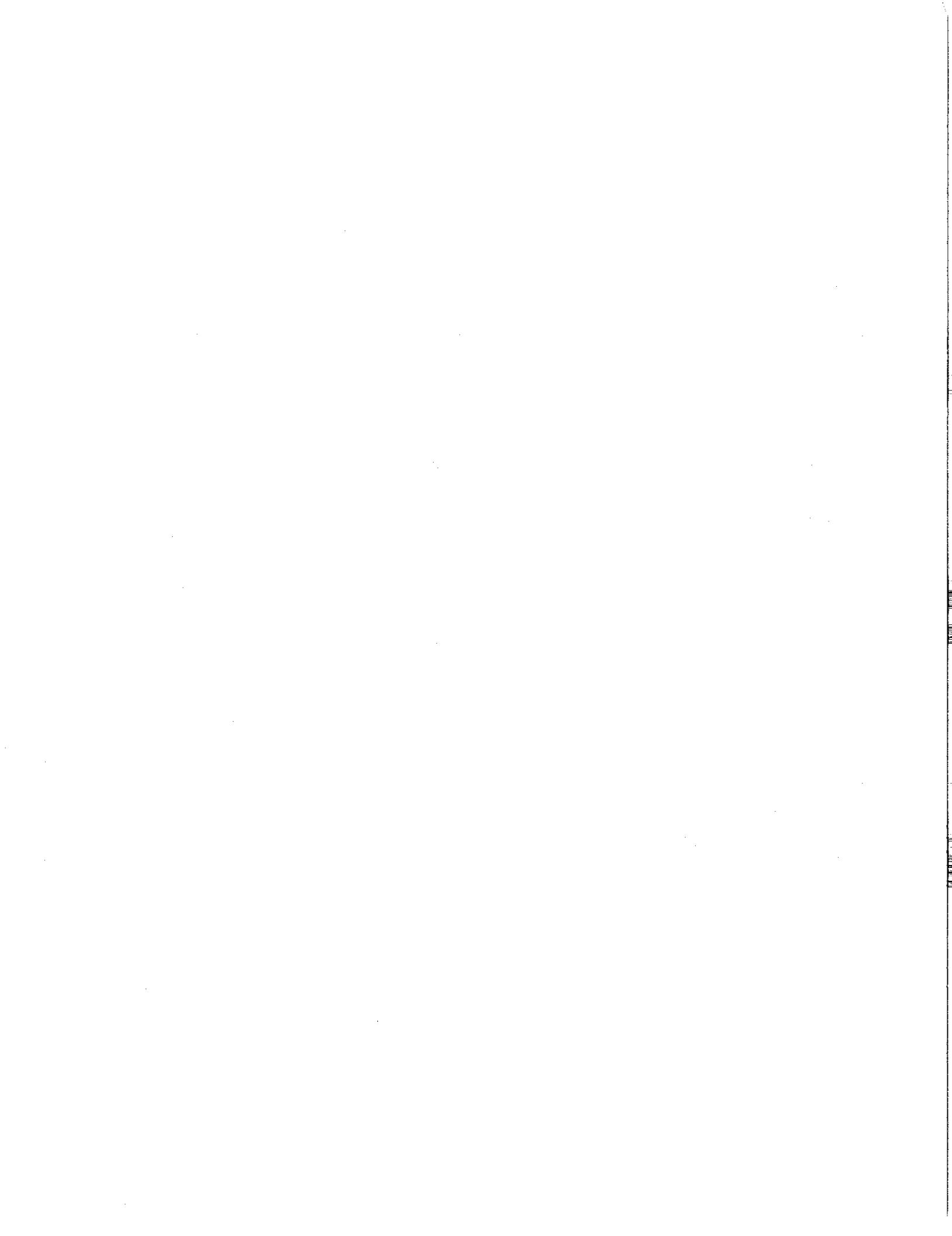
Date of Re-Act:   /  /  

- 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  
Dishwasher

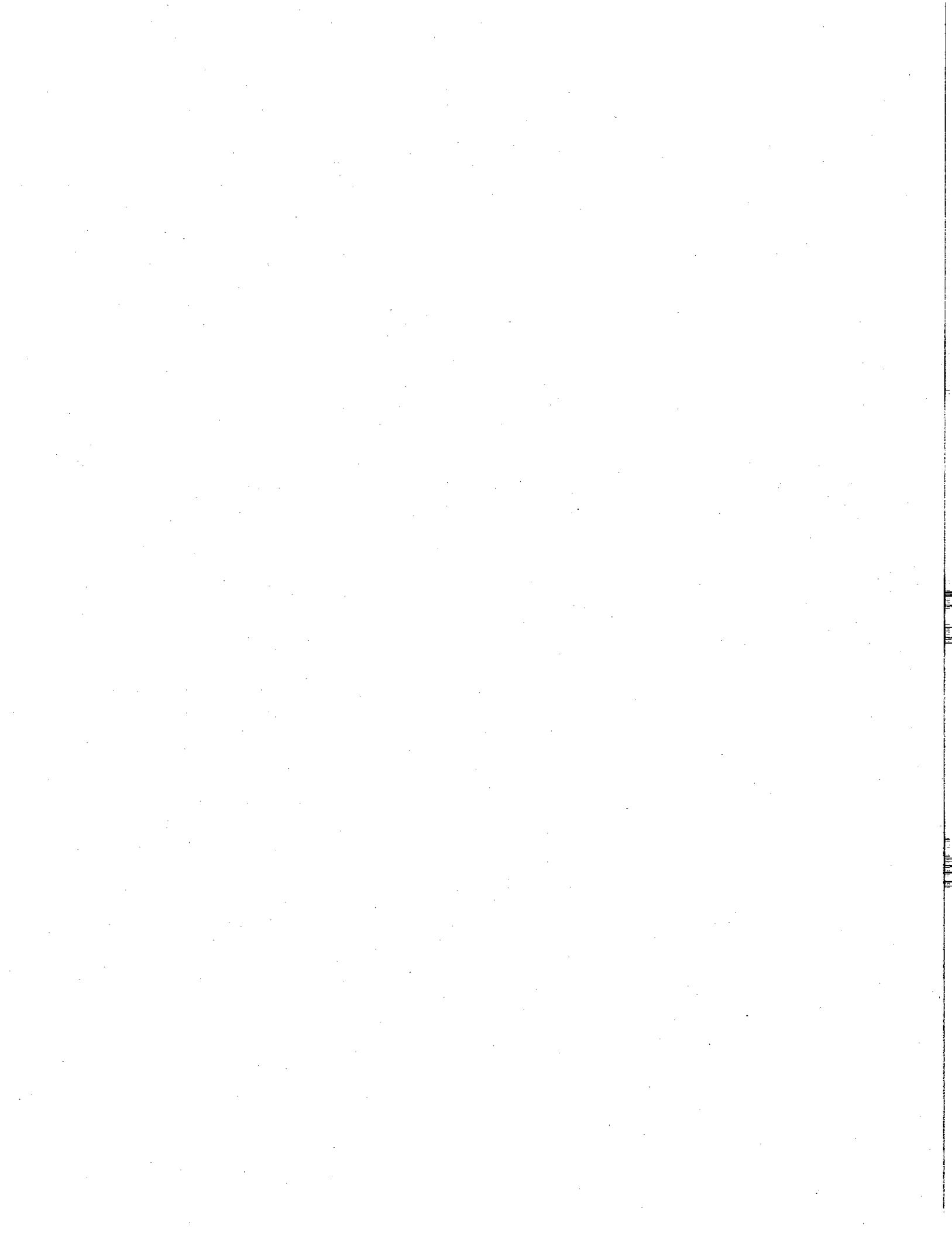
Name: Wesley Saukitoga		Interviewer: Ngoc Ho
Date: 10/30/2019	Rate of Pay: \$20/hr FB Only	
Position(s) Applied for:  Dishwasher	Referred by:  Anthony Peavafi Makani	

Technological Skills						Selection
Server	/35	%	Bartender	/30	%	Full-Time
Prep Cook	/15	%	Barista	/10	%	Part-Time
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	9/10	90%	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths			
Total of 4 yrs Experience in Food Service/Hospitality			
Can you describe what each of the sections of a 3-compartment sink are intended for?	Have you done any work with delicate glassware or other fragile dishes?	Describe a time you helped a co-worker finish a job on time.	Notes:
1 - wash 2 - rinse 3 - sanitize	Yes, wine glasses moved glassware for moving company	Coworker was behind and he stayed behind to help	- Worked dishwasher at Sweet Greens for few months

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

Transportation	Regions Available to Work		
Car	Palo Alto → Menlo Park		
Certifications (if any)	Availability		
As FHC	M-F, weekends		
Uniforms Owned	Recommendations	Other Languages Spoken	
Bistro White Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Other:	Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie	Acrobat Academy Lead Academy	N/A



## Employment Application San Jose



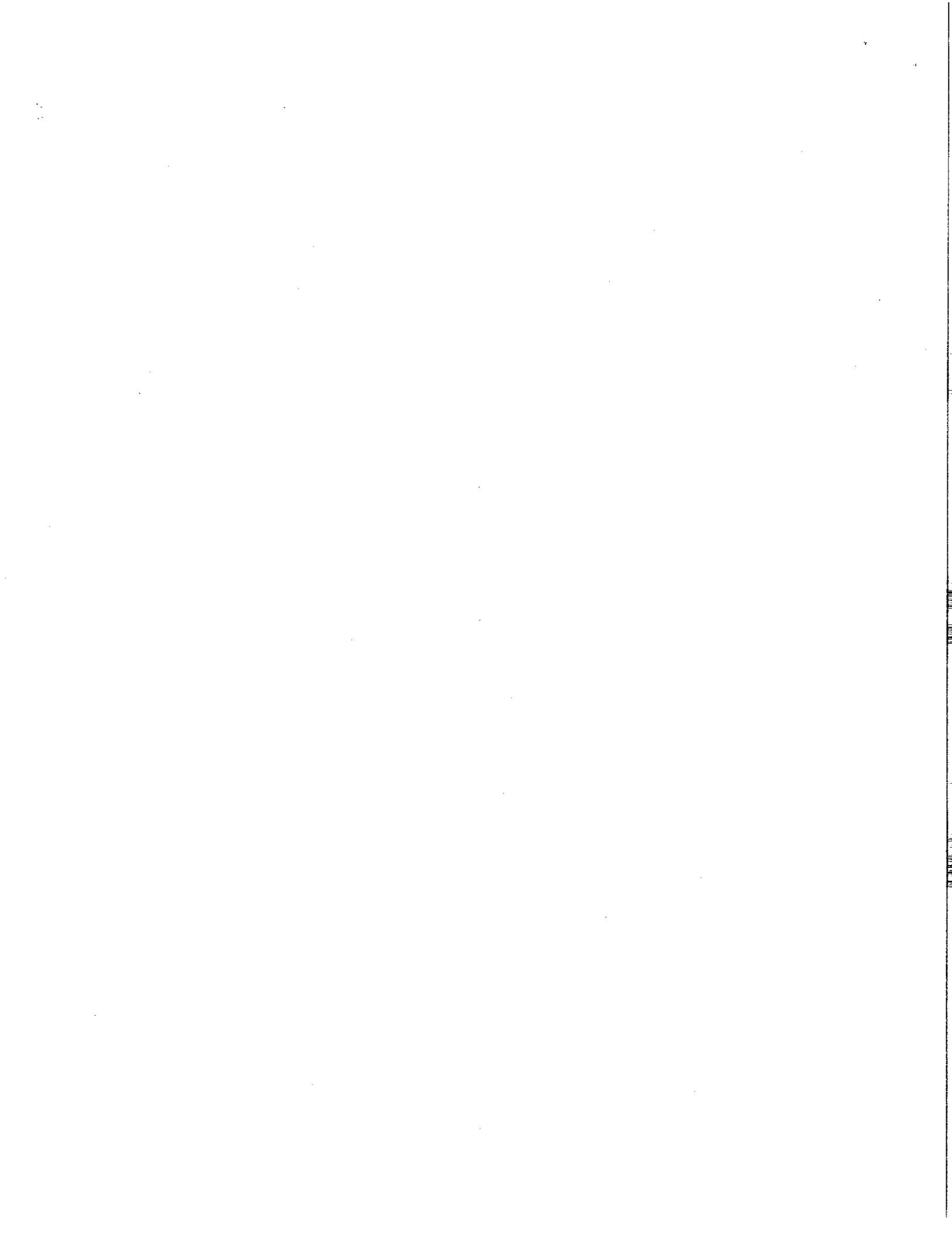
ACROBAT OUTSOURCING  
TSC GROUP

# 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

<b>First Name</b>	Wesley
<b>Last Name</b>	Saukitoga
<b>E-mail Address</b>	wsaukitoga@gmail.com
<b>Phone</b>	6504815679
<b>Address</b>	1638 Latham St #5
<b>Unit or Number</b>	#5
<b>City, State</b>	Mountain View
<b>Zip Code</b>	94041
<b>What region(s) are you applying to work within?</b>	San Jose
<b>Which position(s) are you applying for?</b>	Dishwasher
<b>Are you applying for:</b>	Full-Time



**When can you start?** Monday, October 28, 2019

**Can you work overtime?** Yes

**How did you hear about us?** Referral

**If you were referred, please tell us by whom:** Anthony Peauafi Makoni

**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

**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

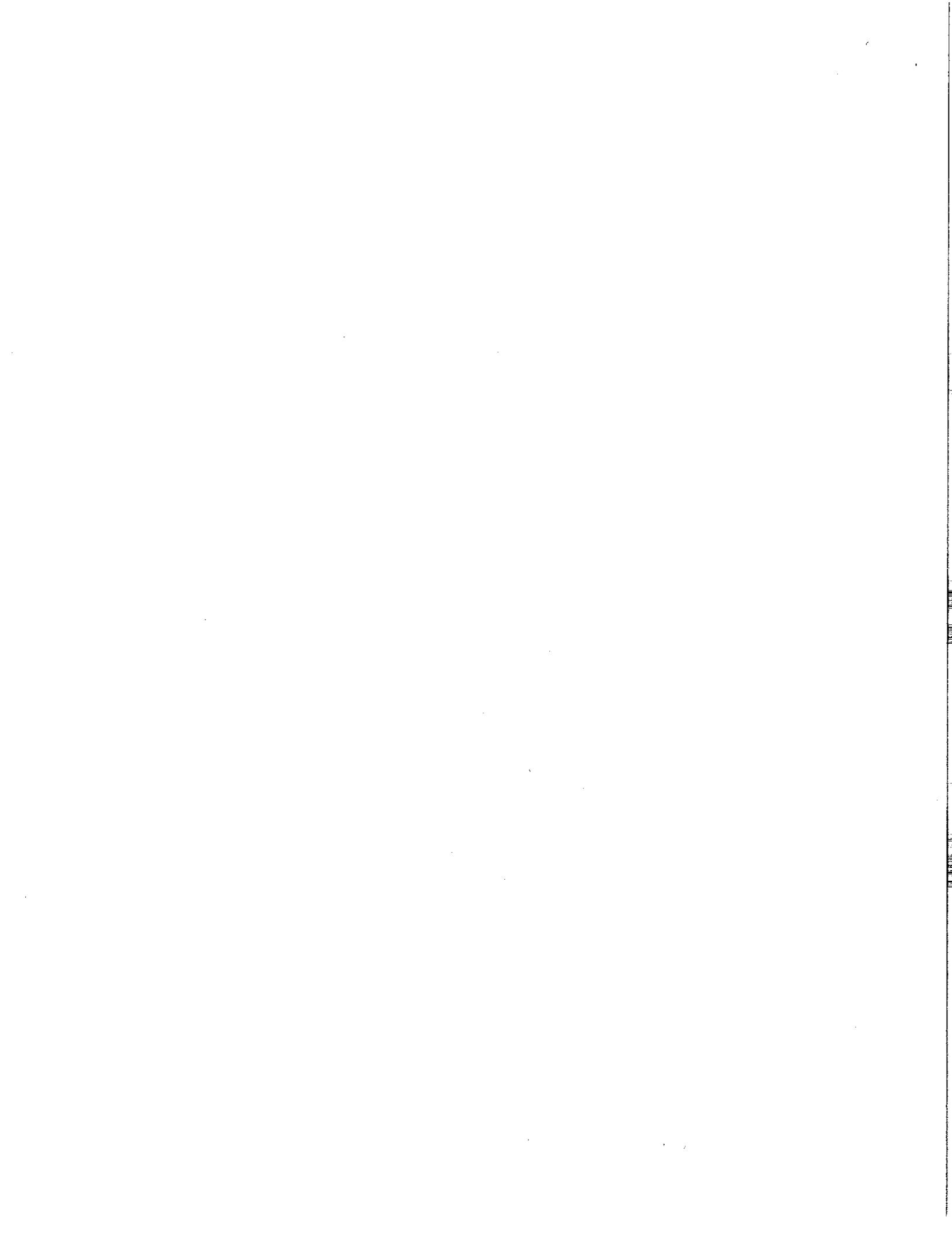
**State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.** CA

**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**

Menlo Atherton High School

**City & State**

Atherton, CA

**Grade/Degree**

10th Grade

**Graduated?**

No

**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")**

No

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Special:**

I'm familiar with Computer phrases and programs I am a very quick learner; I've had previous experience training a few people at my previous 2 jobs

**Employment History**

**Are you currently employed?**

No

**Can we contact your current employer?**

Yes

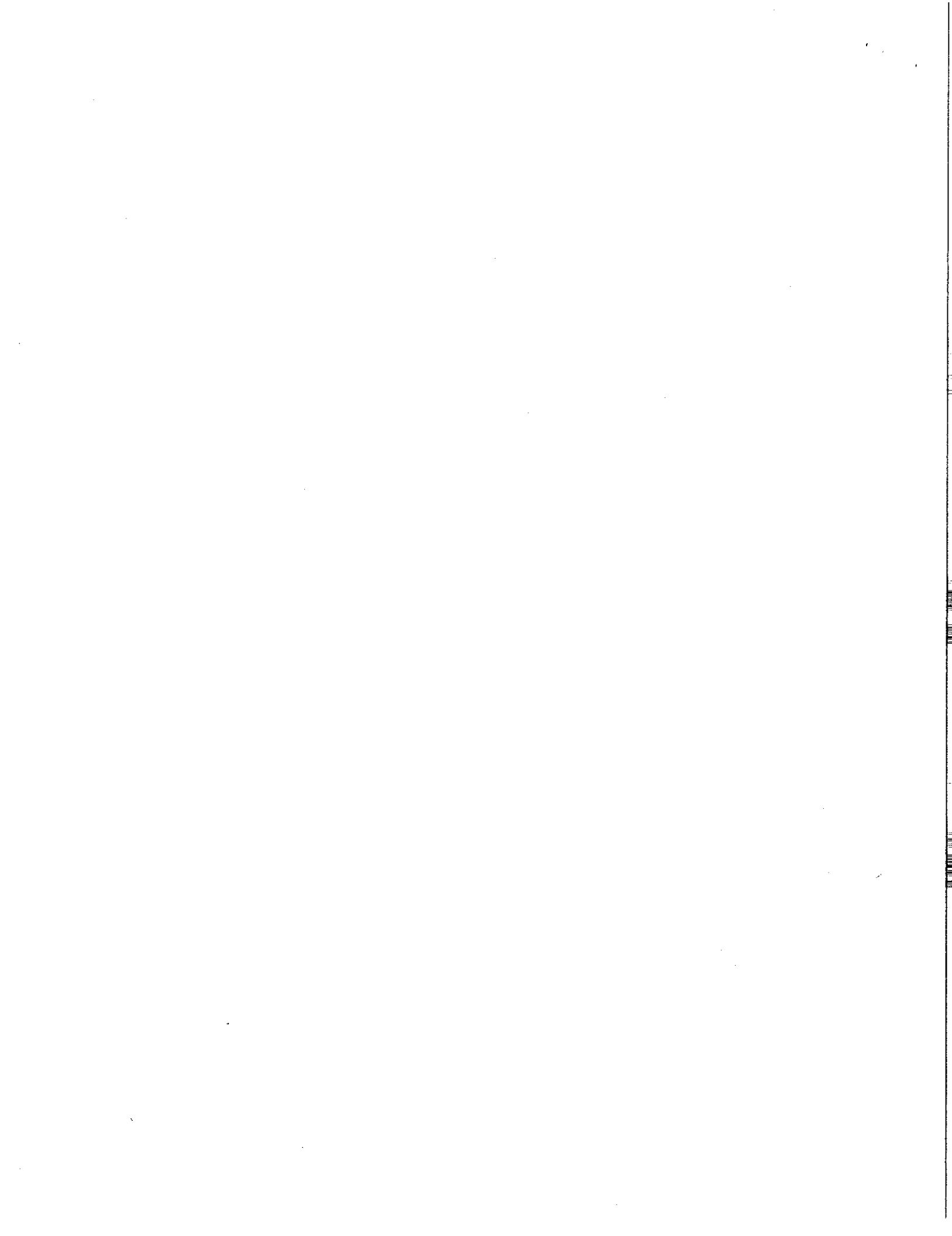
**Most Recent Employers**

**Name and Address of Employer**

Flagship Facilities

**Type of Business**

Staffing Agency



**Phone Number** Kitchen

**Your Position & Duties**

I was a Dishwasher I would also help on the prep line a lot as well

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

July 2nd 2018 to August 10th 2019

**Reason for Leaving**

Moved out of town for a few months

**Still Employed:**

No

**Name and Address of Employer**

Monolith Materials

**Type of Business**

Carbon Black Plant

**Your Position & Duties**

I was an Outside Operator we created carbon black powder

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

April 9th 2014 to November 12 2017

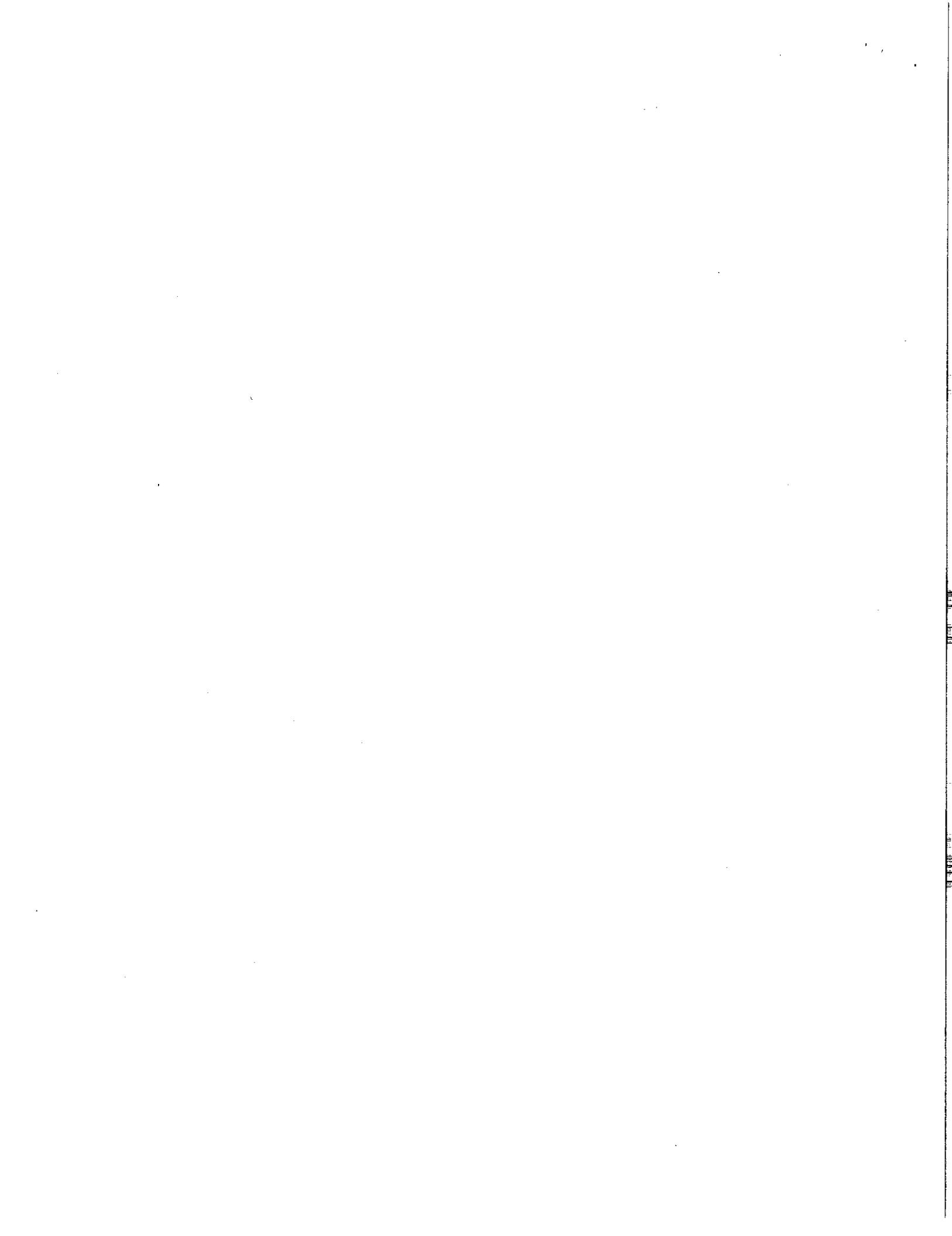
**Reason for Leaving**

The company moved to Nebraska

**Still Employed:**

No

**Military Service**



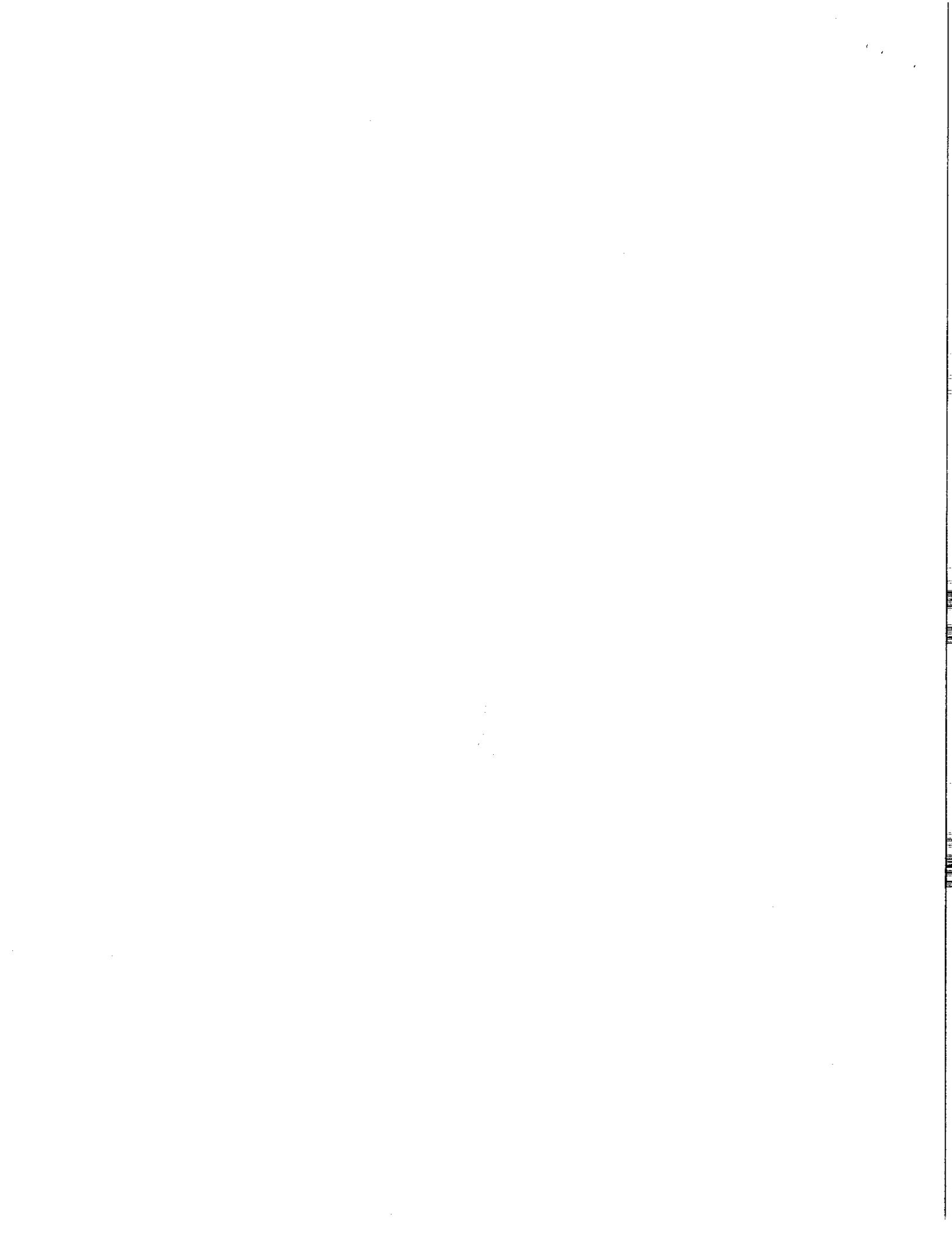
## Job Related References

### References

<b>First Name</b>	Charles
<b>Last Name</b>	Doss
<b>E-mail Address</b>	deadshotdoss@gmail.com
<b>Phone</b>	408 469 5651
<b>Relationship:</b>	First Boss
<b>Years Acquainted:</b>	13
<b>First Name</b>	Aaron
<b>Last Name</b>	Peoples
<b>Phone</b>	650 509 7082
<b>Relationship:</b>	Old Supervisor
<b>Years Acquainted:</b>	15

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.

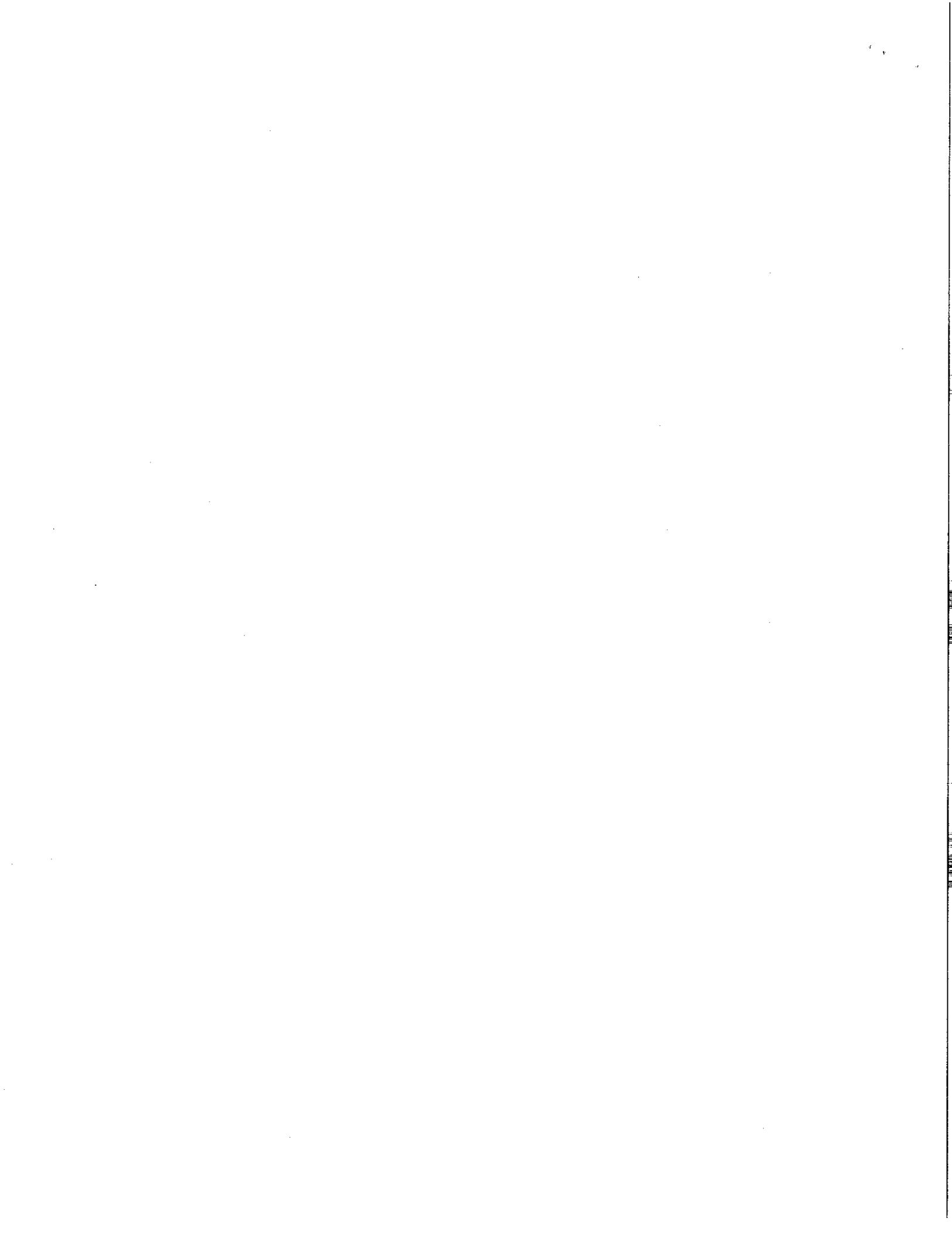
Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In

(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.**

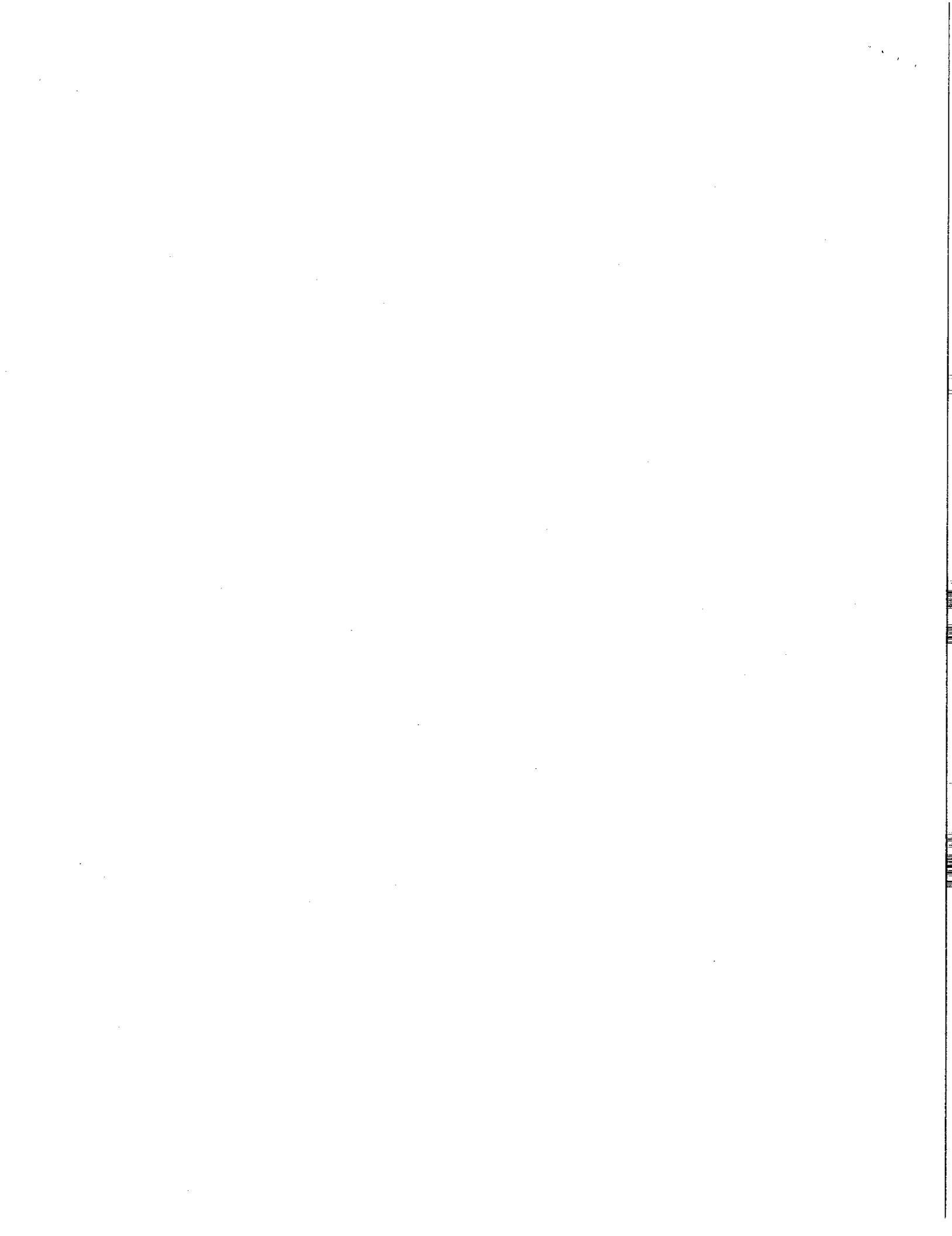
(Checked box indicates acknowledgement)

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):** Wesley Saukitoga

**Date:** Friday, October 25, 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.



# Acrobat

outsourcing

Your Hospitality Staffing Professionals  
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Wesley Saukitaga  
Email: wsaukitaga@gmail.com  
Phone number: 650-481-5679

### Working Experience:

Company Name: Monolith Materials

Dates of Employment: 04/2015 - 11/2018

Job Responsibility:

- - Outside operator
- - managed a 4 man team
- - Responsible for producing carbon black powder
- -

Company Name: Starving Students Cooking Sweet Green Salad

Dates of Employment: 02/2018 - 12/2018 - 03/2019

Job Responsibility:

- - Prep all veggies for salads
- - Cooked various meats for salad
- -
- -

Company Name: \_\_\_\_\_

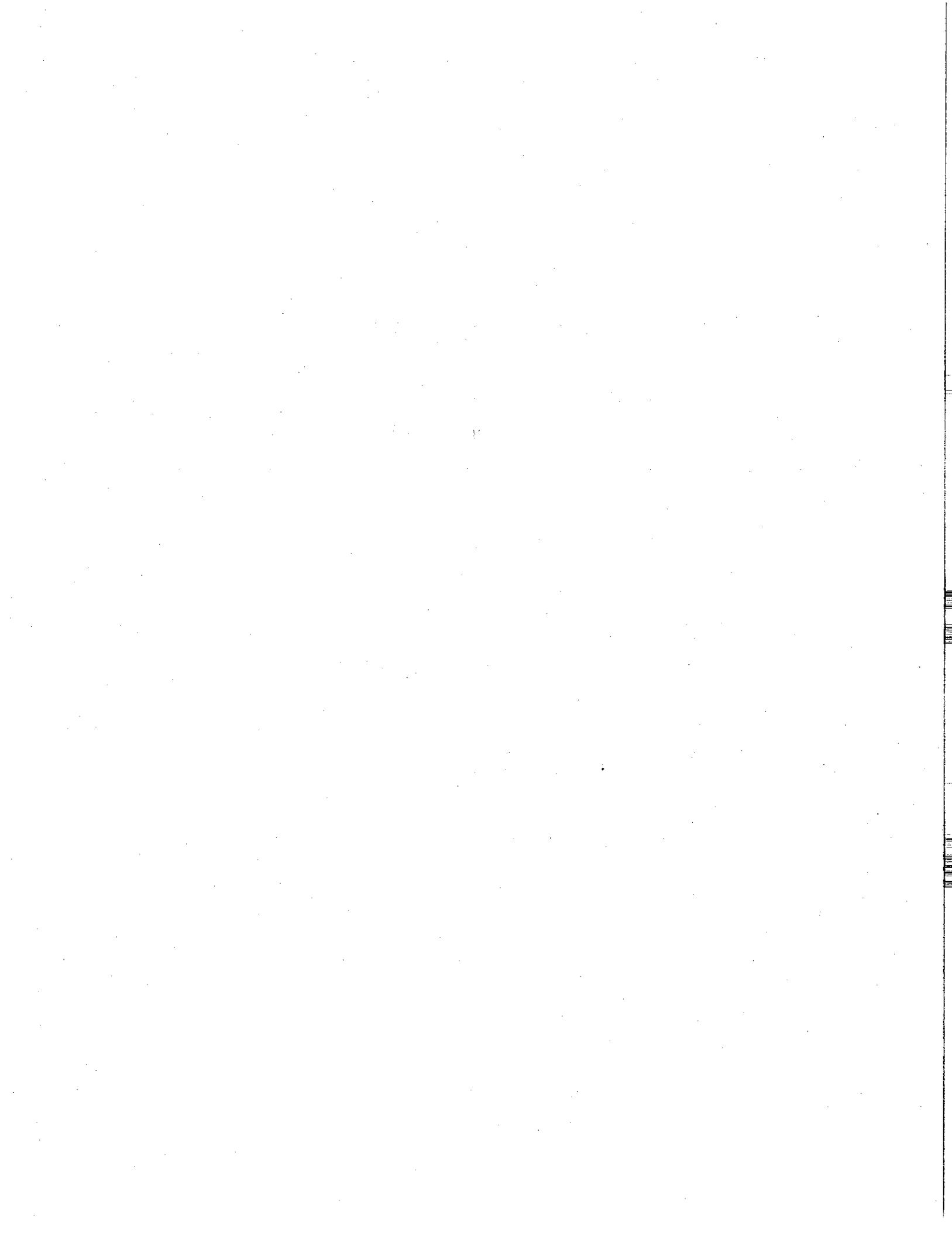
Dates of Employment: \_\_\_\_\_

Job Responsibility:

- -
- -
- -
- -
- -

### Skills

- - Knife skills
- - Cook skills
- - Fast Learner
- - Team Player



C

1) After washing your hands, which item should be used to dry them?

- Clean apron
- Sanitized wiping cloth
- Single use paper towel
- Common used cloth

C

2) While washing dishes by hand, which item should you wear?

- Cutting glove
- Oven Mitt
- Rubber glove
- Nothing

D

3) When should you wash your hands?

- Before you start work
- After handling non-food items (garbage, money, cleaning chemicals)
- After using the restroom
- All of the above

B

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- True
- False

E

5) Which of the following could you be at risk for getting burned from?

- Steam from boiling pots
- Hot liquids (coffee, soup, tea)
- Hot equipment (ovens, pots, chafing dishes)
- Harsh chemicals
- All of the above

A

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- True
- False

C

7) What should you do if you spill liquids or see a liquid spill?

- Leave it for someone else to clean-up
- Wait until the end of your shift to clean it
- Flag the spill and clean it immediately
- Not sure

C

8) When handling hot items you should?

- Wear rubber gloves
- No need to wear anything
- Use an oven mitt or dry cloth towel
- Nothing

A

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

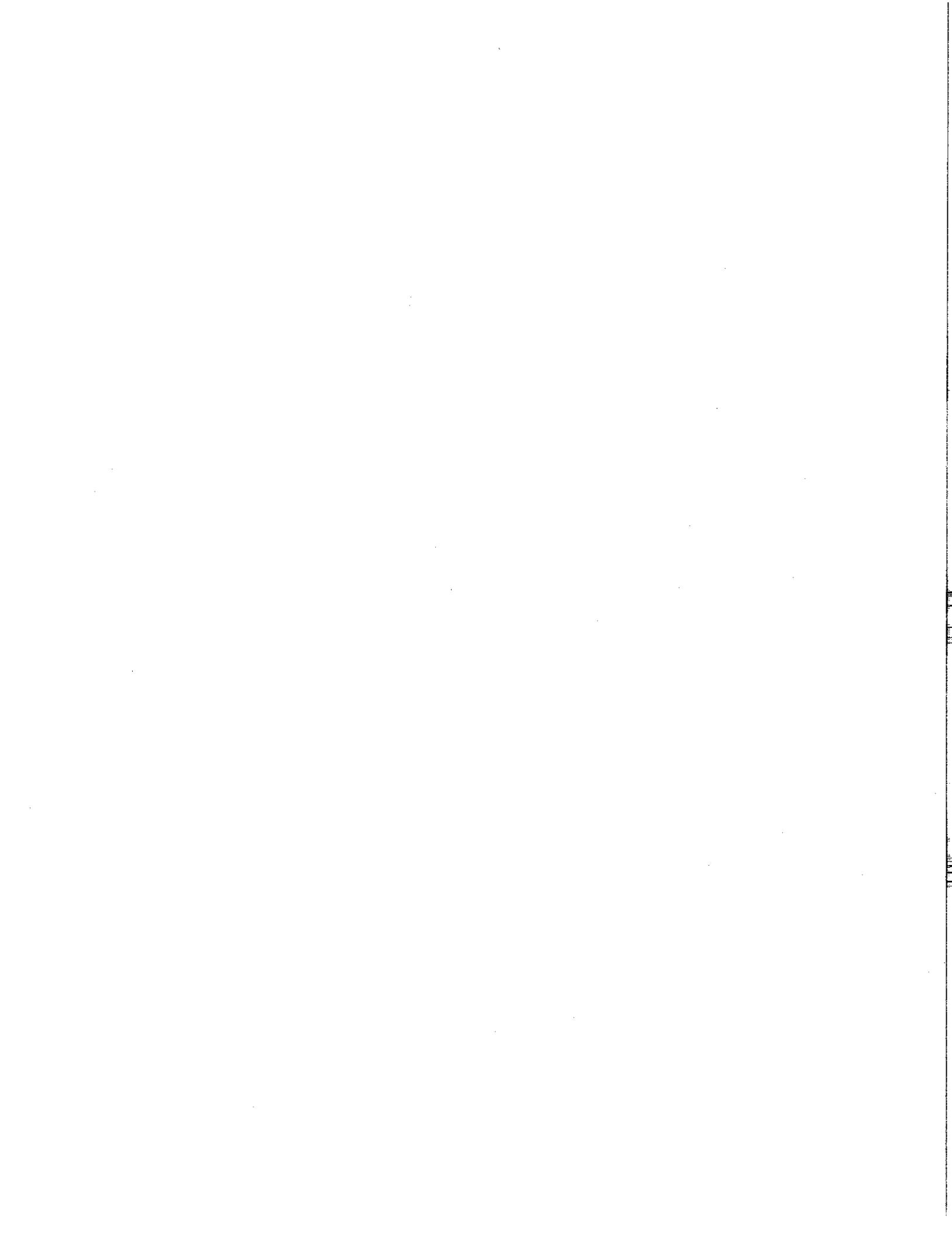
- Rinsing
- Scraping
- Washing
- Sanitizing

B

10) What is the proper method for cleaning and sanitizing stationary equipment?

- Spray with a strong cleaning solution and wipe with a sanitized cloth
- Spray with a sanitizing solution, then rinse with clean water and dry
- Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

90%



NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Wesley Sau kitoga  
Start Date: 10/30/2019

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: The Service Companies

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA

Mailing Address: 1871 The Alameda Ste. 110 San Jose, CA

Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: \$20/hr FB Only Overtime Rate(s) of Pay: \$30/hr FB Only

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  
(PRINT NAME of Employer representative)

Integro  
(SIGNATURE of Employer Representative)

10/30/2019  
(Date)

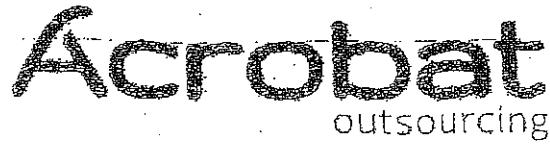
Wesley Saukitoga  
(PRINT NAME of Employee)

Wesley Saukitoga  
(SIGNATURE of Employee)

10/30/2019  
(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.

1X 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: Wesley Sankitoga Date: 10/30/2019

Signature: Wesley Sankitoga

