



Name: Frances Merendino

Taborca ID: 54368

Date of Hire: 10/1/2019

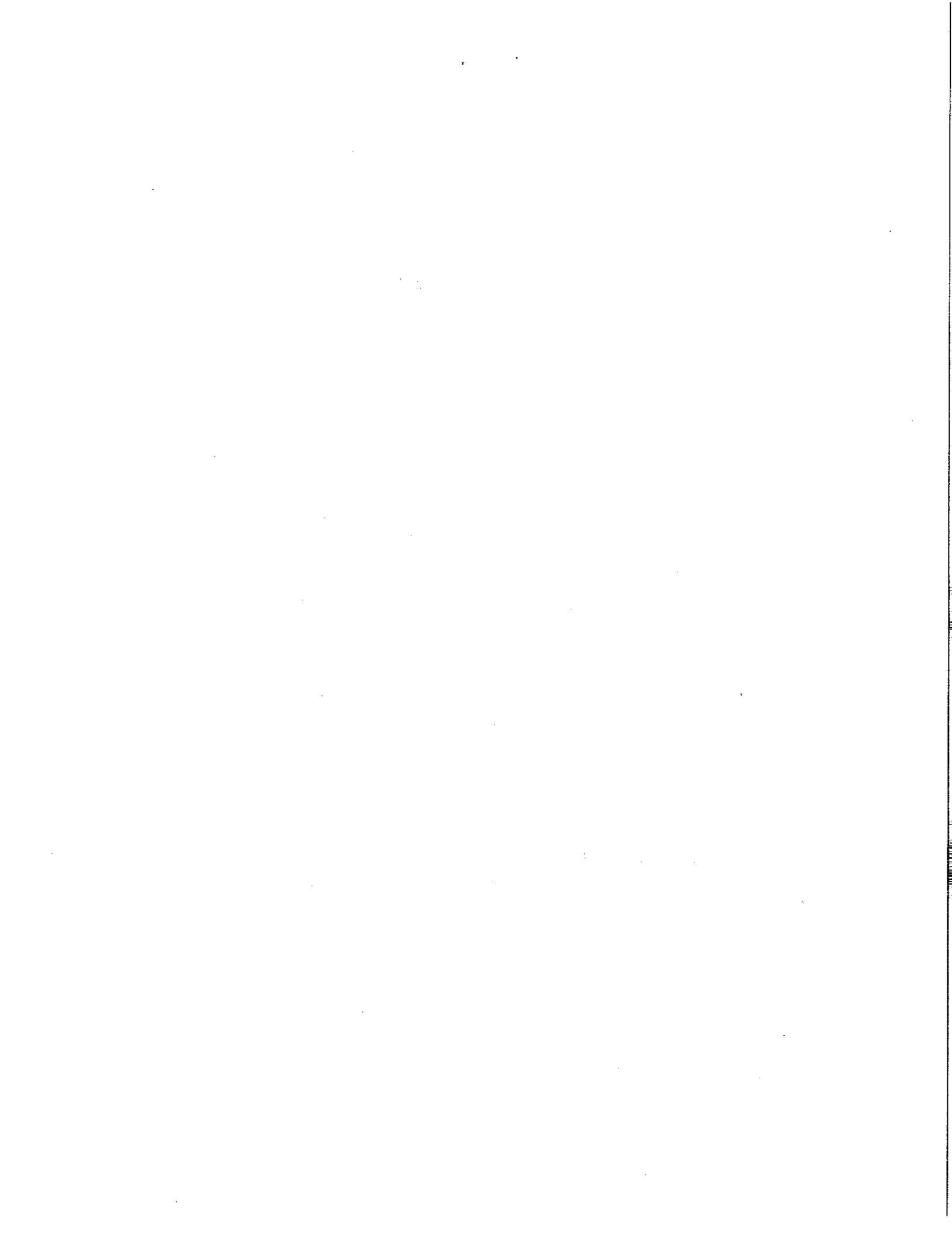
Date of Re-Act: / /

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card — complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

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 if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- 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 (notify payroll) and take steps to Re Act any old pay options still current
- 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 (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it



Interview Note Sheet

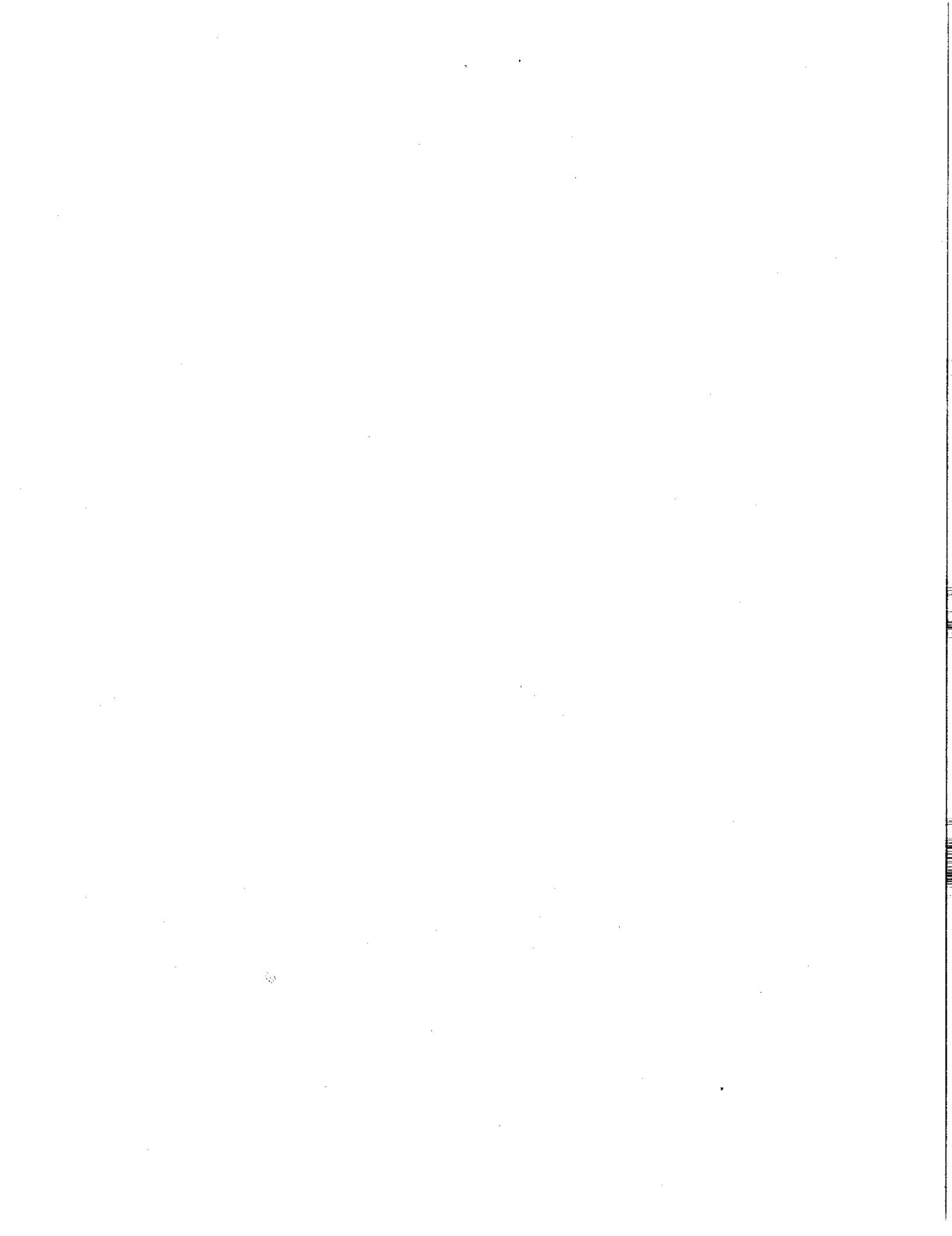
Server

Name: <u>Frances Merendino</u>		Interviewer: <u>Ngoc Ho</u>
Date: <u>10/1/2019</u>	Rate of Pay: <u>\$17/hr</u>	
Position (s) Applied for: <u>Server</u>	Referred by: <u>Zip Recruiter</u>	

Test Scores						Seeking
Server	25/35	71 %	Bartender	/30	%	
Prep Cook	/15	%	Barista	/10	%	Full-Time
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	Part-Time

Relevant Experience & Summary of Strengths			
Total of <u>10 yrs</u> Experience in Food Service/Hospitality			
How many customers or tables are you used to serving at one time? How would you react if an extra table was added to your section?	How many items can you carry on a tray? Please describe how to pick up a large oval tray.	How is a banquet server different from a regular restaurant server?	Notes:
Up to 8, gets overwhelming, but prefers to be busy	take up the whole tray, grab it and slide under fore arm to support	- banquets are more systematic, more organized	- Not currently working

P.O.S. Experience: Y / N details:	Transportation	Regions Available to work
	<u>Car</u>	<u>San Jose → SC - Fremont</u>
Certifications (if any)		Availability
<u>FHC</u>		<u>M-F evenings, Saturday until 5pm</u>
Uniforms Owned:	CC-commendations	Client Languages Spoken:
<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:	Chef Coat Chef Pants Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes Bow Tie	Acrobat Academy Lead Academy



Employment Application San Jose



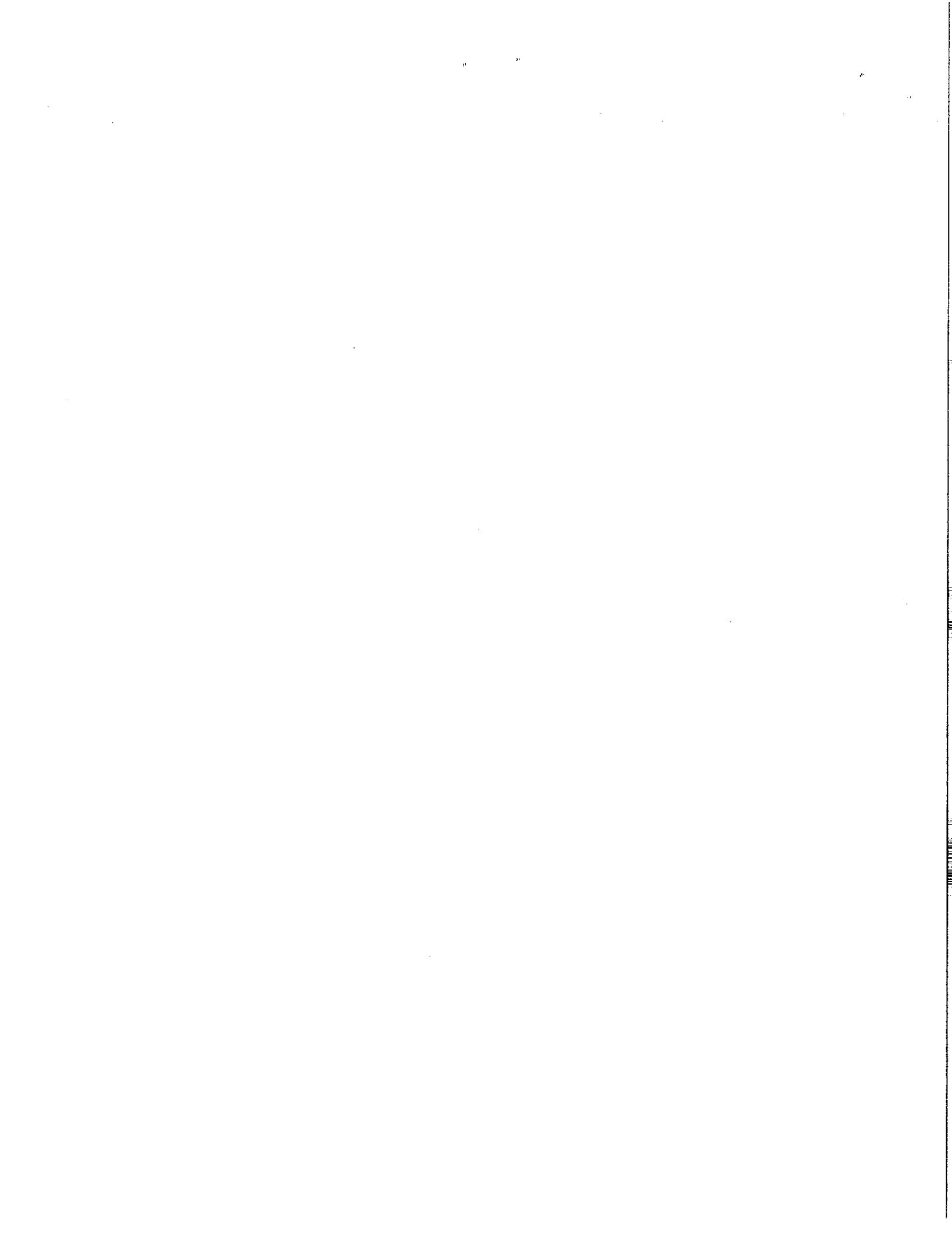
ACROBAT OUTSOURCING
TSC GROUP

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	Frances
Last Name	Merendino
E-mail Address	Francesmerendino1224@gmail.com
Phone	4086373953
Address	1551 Carmel Dr
Unit or Number	N/a
City, State	San Jose
Zip Code	95125
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Server
Are you applying for:	Part-Time



When can you start?

Monday, November 4, 2019

Can you work overtime?

Yes

How did you hear about us?

Craigslist

What days/times can you work?

Select all that apply:

Monday PM

Tuesday PM

Wednesday PM

Thursday PM

Friday PM

Saturday AM

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

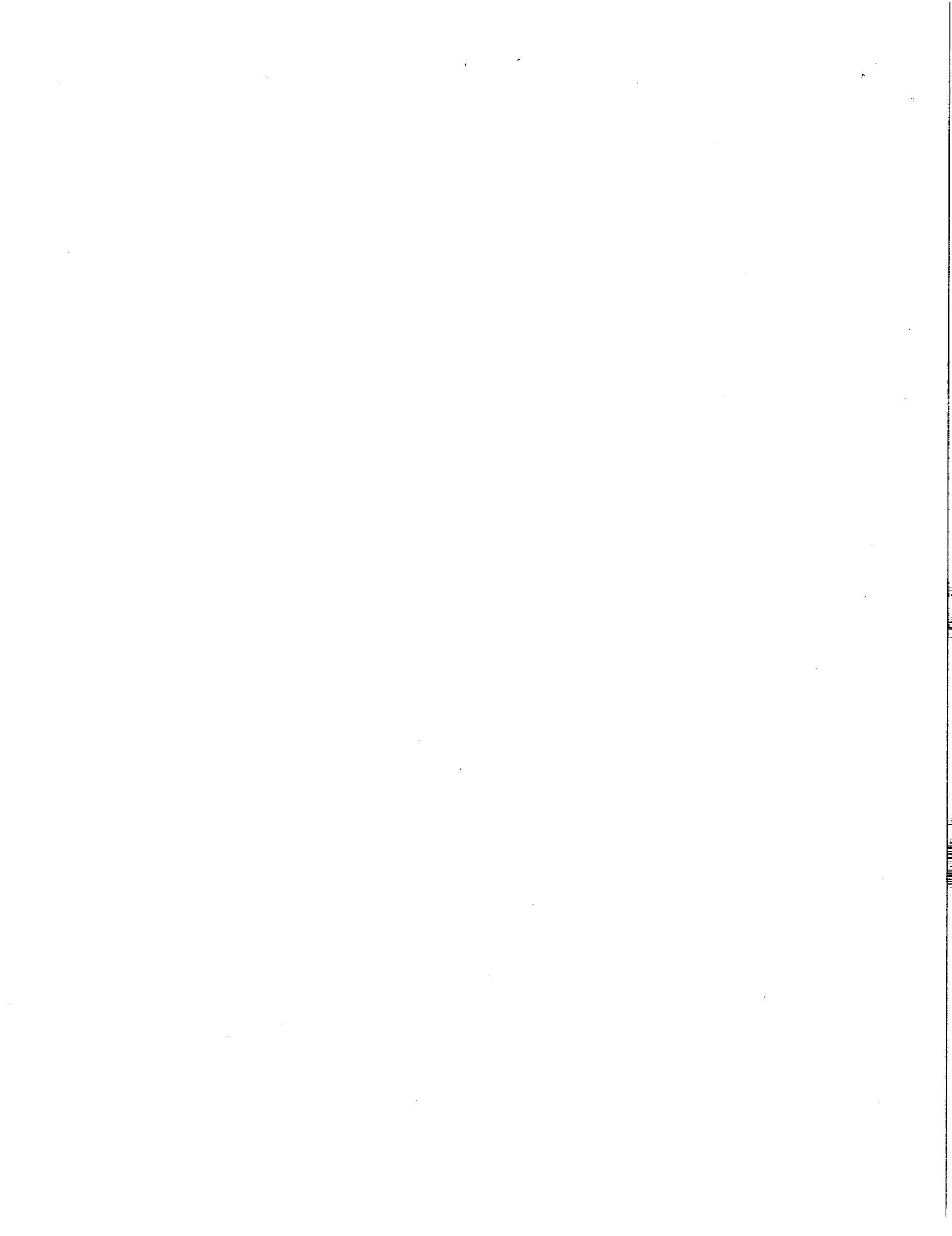
Are you able to perform the essential functions of the job for which you are applying?

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

Leland High School

City & State

San Jose California

Grade/Degree

HS diploma

Graduated?

Yes

No

Do you have any special licenses? (If so, label under "Special")

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:

I've been serving for 10 years. I have the ability to memorize a vast amount of drink and food recipes.

Employment History

Are you currently employed?

No

Can we contact your current employer?

Yes

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

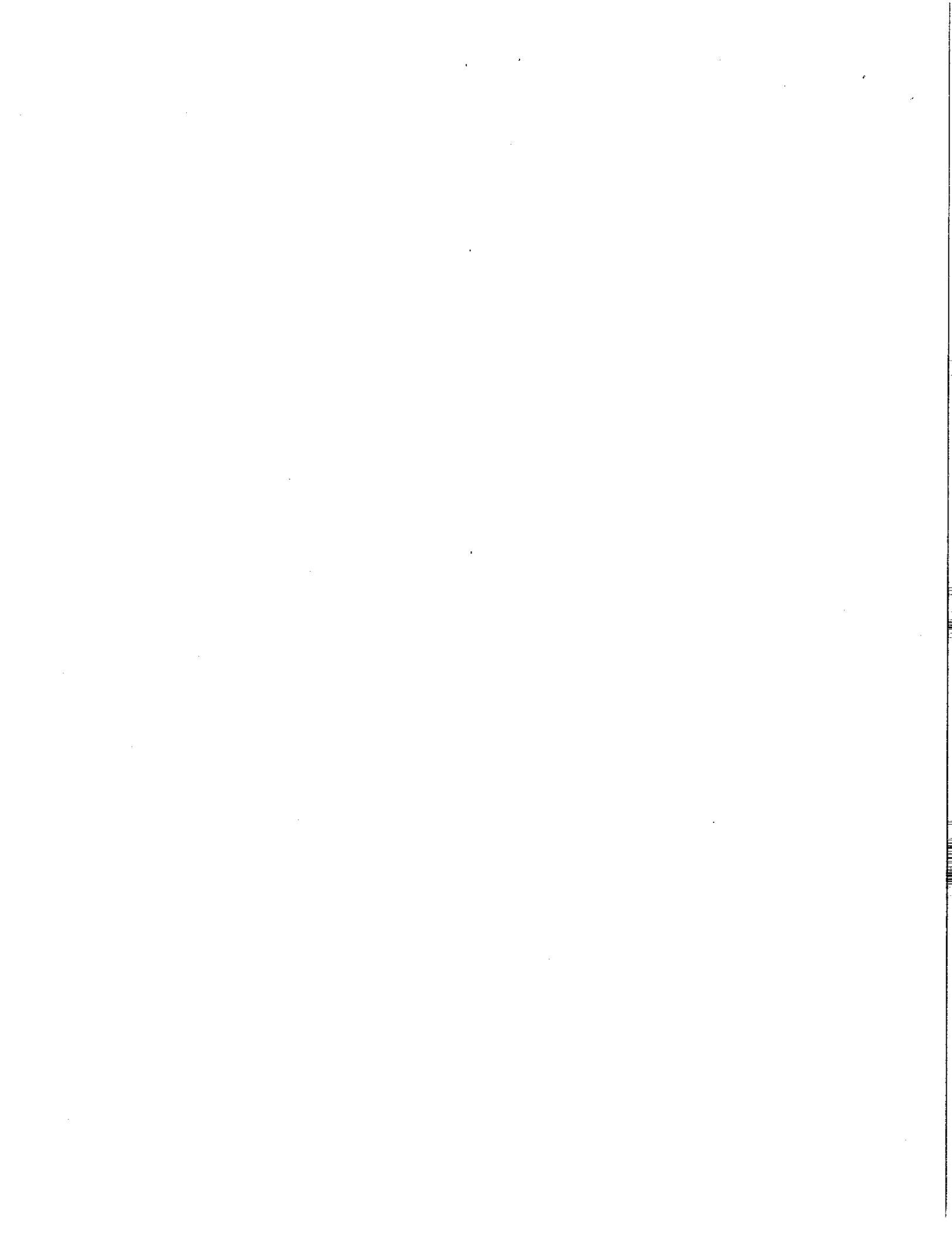
Fastenal
1931 Old Middlefield Way
Mountain View 94043

Type of Business

Industrial distribution

Phone Number

6502109349



Your Position & Duties

Sales Support

Took 30-40 incoming sales calls daily. Made 40-50 outgoing calls daily. Recieving stock trucks. Daily stock ordering.

Date of Employment (from/to):

October 2018 to September 2019

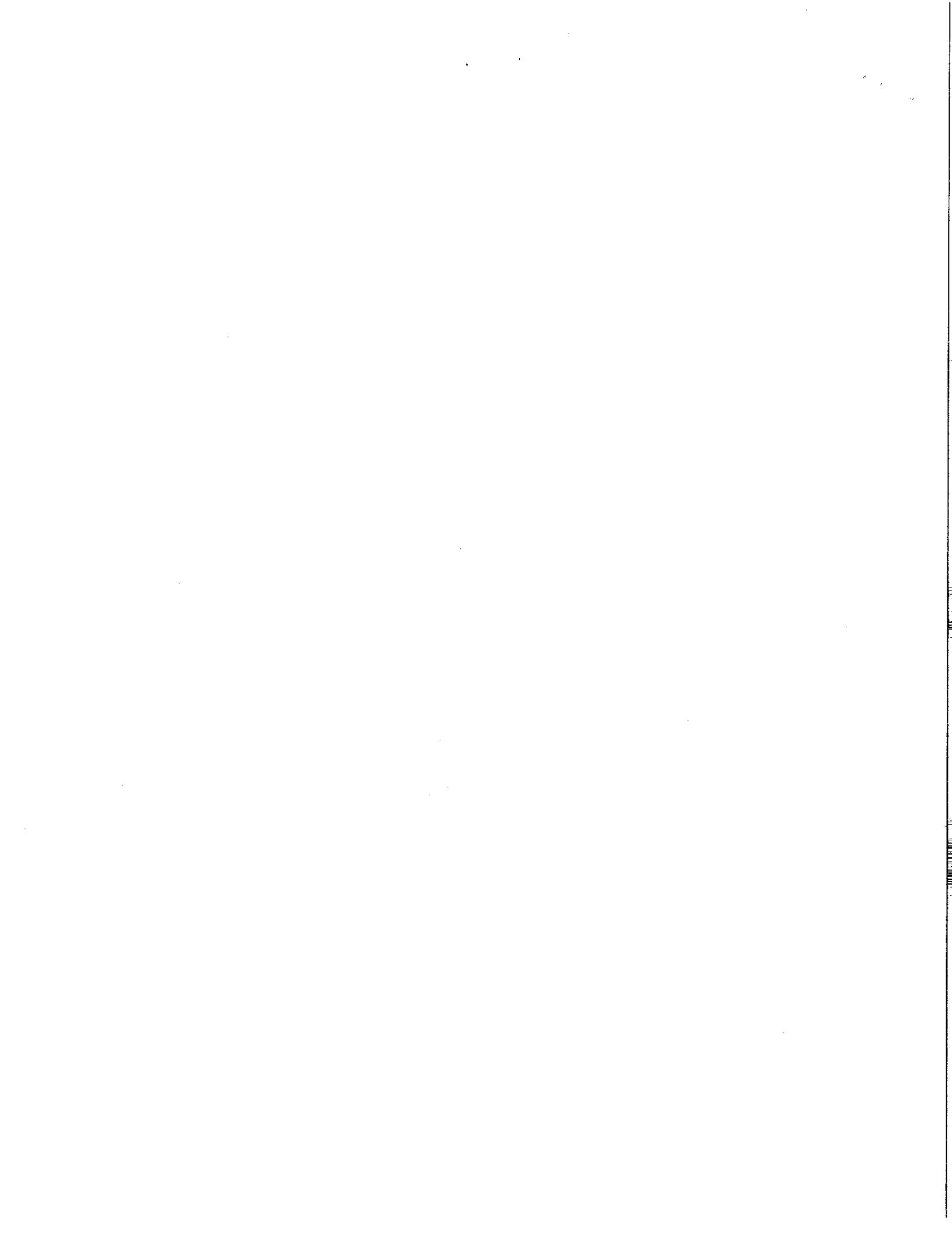
Reason for Leaving

Birth of child. Could not work with my schedule.

Still Employed:

No

Military Service



Job Related References

References

First Name	Elizabeth
Last Name	Demario
E-mail Address	elizabethdemario@yahoo.com
Phone	4086454111
Relationship:	Friend
Years Acquainted:	10

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

(Checked box indicates acknowledgement)
t)



Frances Merendino

EXPERIENCE

Stuft Pizza, 1426 Dempsey rd — Server/Supervisor

Aug 2009 - Nov 2018

Knowledge of over 100 recipes. Vast knowledge of beers and wines. Product purchasing. Maintained existing corporate accounts and established new business. Coordinated deliveries. Delivered to corporate offices. Cashier. Schedule modifications. Completing opening and closing cash handling procedures.

Lennox Industries, 422 South Abbott — Counter Sales

June 2017 - June 2018

Open to closing shifts. Ability to manage the entire store. Order entry. Submit stock transport orders. Trained new employees. Processed returns. Assisted contractors who had difficulties with processing orders online. Answered up to 50 calls daily. Directed drivers on daily routes. Able to multitask. Managed to exceed all goals set for the store. Inventory control. Stock maintenance. Completing opening and closing cash handling procedures. Solicited customers on current and upcoming promotions. Received 5 stars on all customers reviews online. Provided support to all team members.

Left Bank Brasserie, Santana Row — Server

May 2015 - July 2017

Capable to serve up to eight tables. Vast knowledge of wine. Ability to maintain an uplifting and enthusiastic attitude in an overwhelming atmosphere. Ability to work at a fast pace. Completing opening and closing cash handling procedures. Performing opening and closing duties. Greatly impacted guests.

Starbucks, 2200 Eastridge Loop— Barista/Shift Lead

Feb 2010 - Feb 2012

Knowledge of over 75 recipes. Manage and lead meetings. Schedule modifications. Cashier. Product purchasing. Product display. Ability to prepare drinks with speed and accuracy. Addressed customers concerns. Completing opening and closing cash handling procedures.

EDUCATION

Leland High School 2004-2008
High school diploma.

Mission College 2015- 2017
Child development major.

Frances Merendino

(408) 637-3953

Francesmerendino1224@gmail.com

SKILLS

Advanced customer service skills.

Team management.

Skilled multitasker.

Training and development skills.

Proficient computer skills.

Skilled negotiator.

Creative.

Organized.

Team building.

Accomplish set goals.

Strong communication skills.

Develop and maintain relationships.

Ability to adapt quickly.

Quick learner.

Fast and efficient.

Vast knowledge of recipes, drinks and hvac equipment.

AWARDS

First place award, twice, in coffee selling in the entire district.

Placed top 3 in the country for surpassing all goals set for our location at Lennox.

Award for most improved Lennox store in the Sacramento district in 2017.



Servers Test

Score 25/35

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

D 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

D 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 dinning 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

71%

Match the Correct Vocabulary

D Scullery

✓ Queen Mary

A Chaffing Dish

✓ French Passing

✓ 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

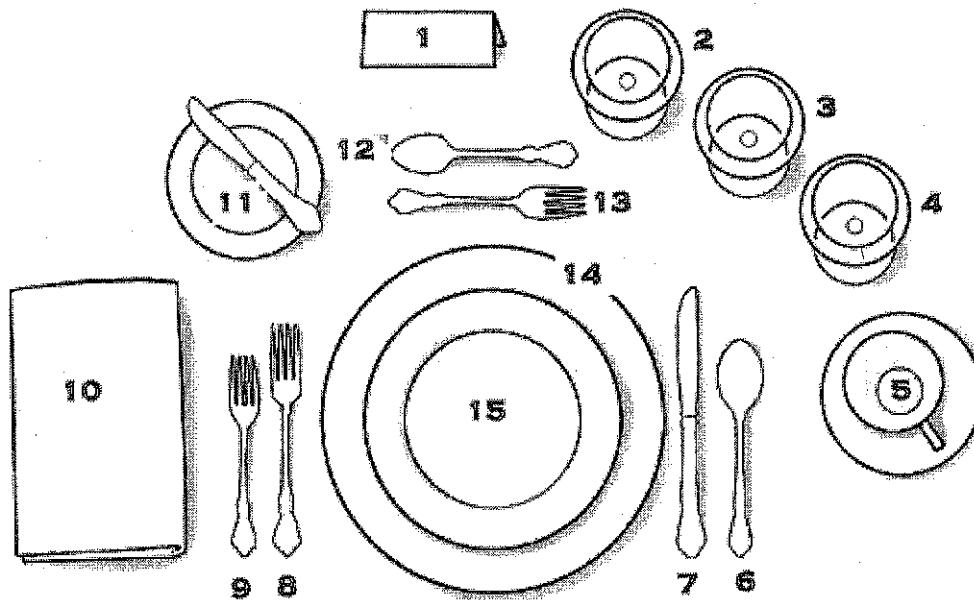
F. Used to open bottles of wine

G. Style of dining in which the courses come out one at a time

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</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>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</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>	Water Glass		

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? _____
3. Synchronized service is when: _____
4. What is generally indicated on the name placard other than the name? _____
5. The Protein on a plate is typically served at what hour on the clock? _____
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? _____

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Frances Merendino
Start Date: 11/1/2019

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: 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: \$11hr Overtime Rate(s) of Pay: \$25.5

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: Intego USA Inc. dba Intego 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)

ngoc.ho

(SIGNATURE of Employer Representative)

10/1/2019

(Date)

Frances Merendino

(PRINT NAME of Employee)

f.merendino

(SIGNATURE of Employee)

11/01/19

(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.

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

UX 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: Frances Merendino Date: 11/01/19

Signature: 