Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: _Corey Washington_

Taborca ID: _54410_

Date of Hire: _11_ / _5_ / _2019_

Date of *Re-Act*: ___ / ___ / ___

New employee set up

- ✓ E-verify
- ✓ Hire Right EE
- ✓ Hire Right Internal (upload any list A docs)

- o ~~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)
- o Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- o File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- o Re Act onboarding if initially hired before 1/1/16
- o Check W4
- o Check all demographic info and availability
- o Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- o Complete Notice to Employee with updated pay if necessary
- o Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- o Run new BGC if more than 1 year since last shift worked
- o New orientation/place on time sheet if it's been over a year since last shift
- o New Hire List (all fields)
- o Delete employee from the INA/TER spreadsheet if they are on it

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	Corey
Last Name	Washington
E-mail Address	coreymwashington@yahoo.com
Phone	408-836-4277
Address	Flickinger Rd.
Unit or Number	1861
City, State	San Jose
Zip Code	CA
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Cook
Are you applying for:	Full-Time
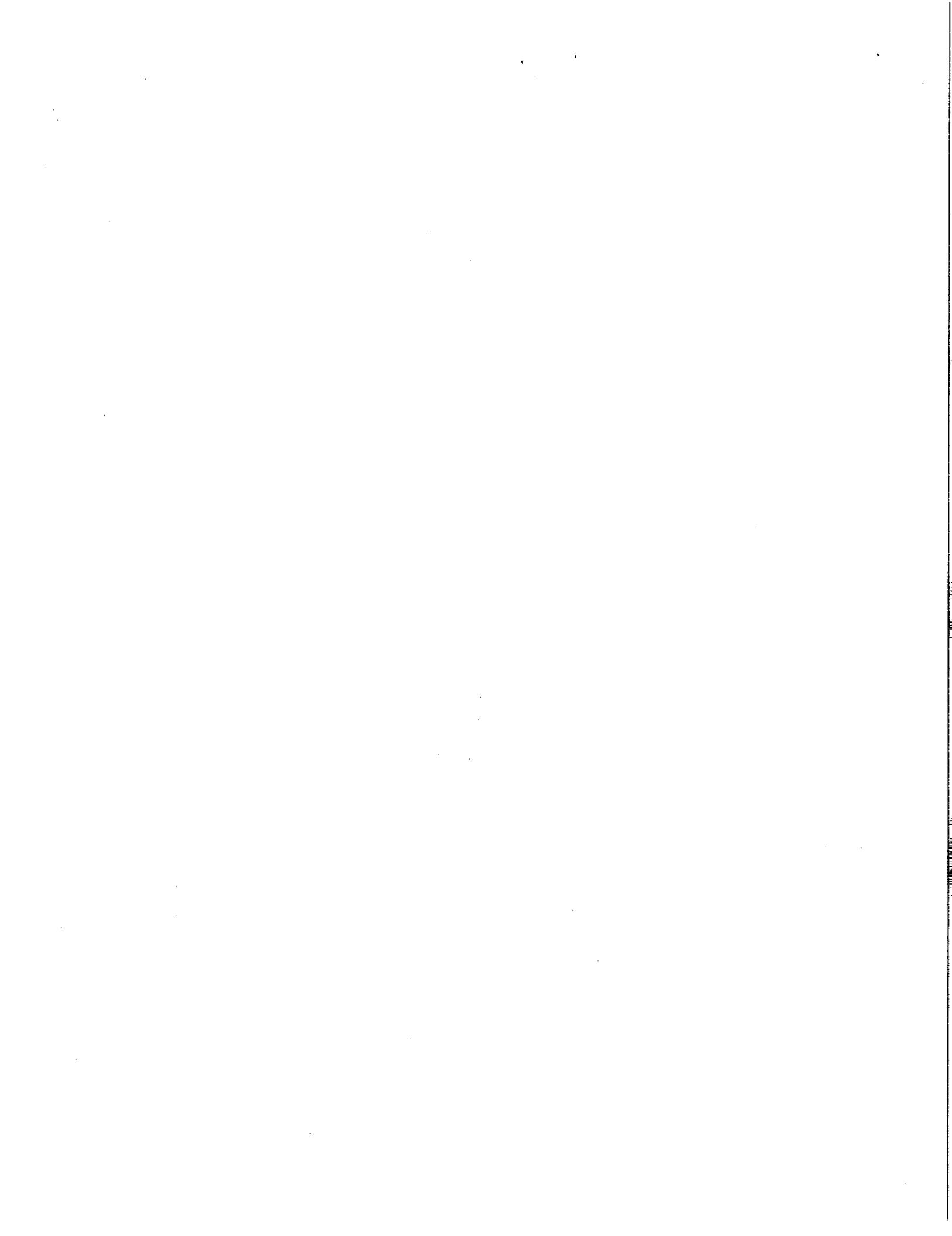
When can you start?   Tuesday, November 19, 2019

Can you work overtime?   Yes

How did you hear about us?   Craigslist

What days/times can you work? Select all that apply:

Monday AM   Tuesday AM   Wednesday AM

Thursday AM   Friday 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
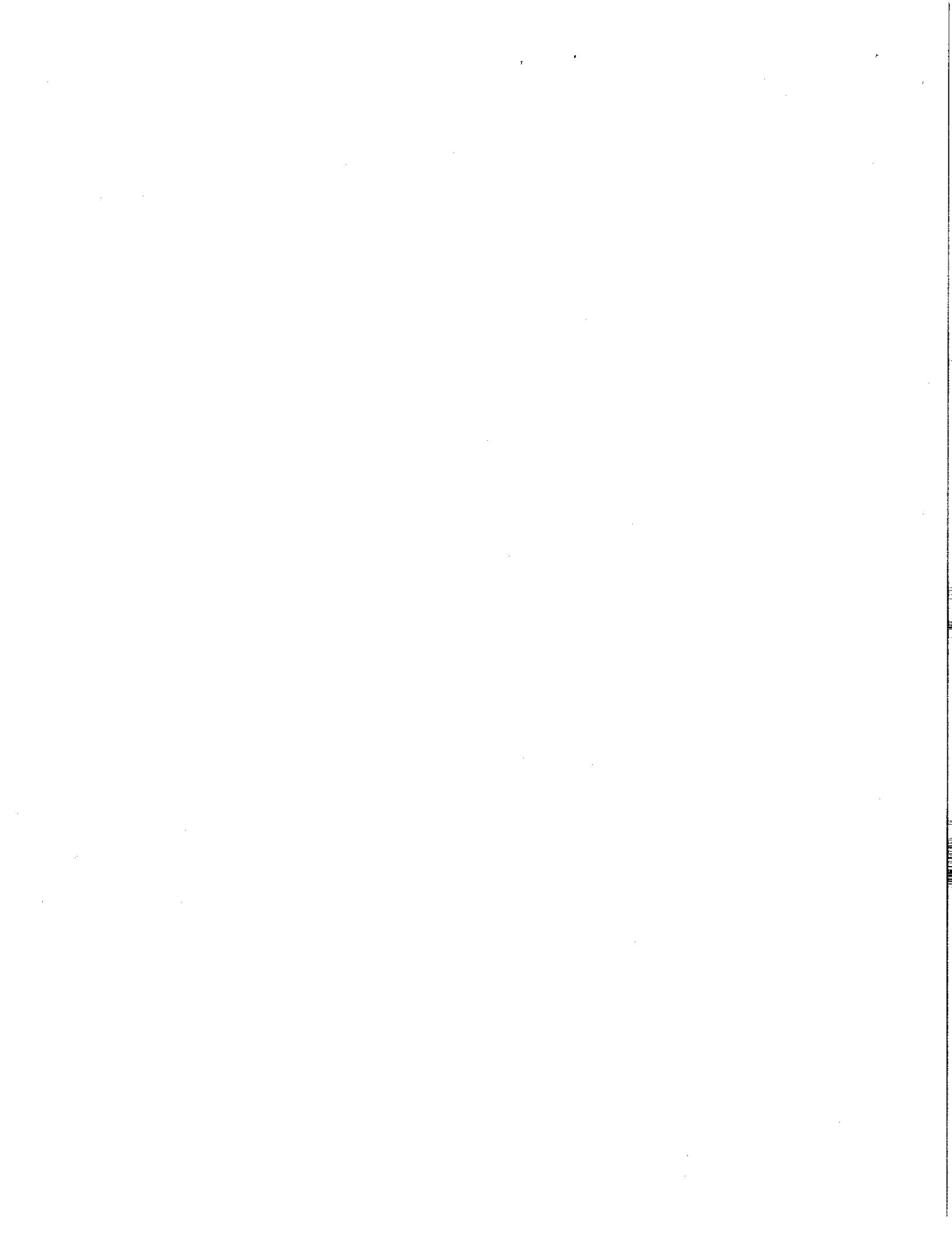
Are you able to perform the essential functions of the job for which you are applying?   Yes

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

Independence High School

City & State

San Jose, CA

Grade/Degree

12

Graduated?

Yes

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

Yes

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:

Food Safety Manager

Employment History

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Most Recent Employers

Name and Address of Employer
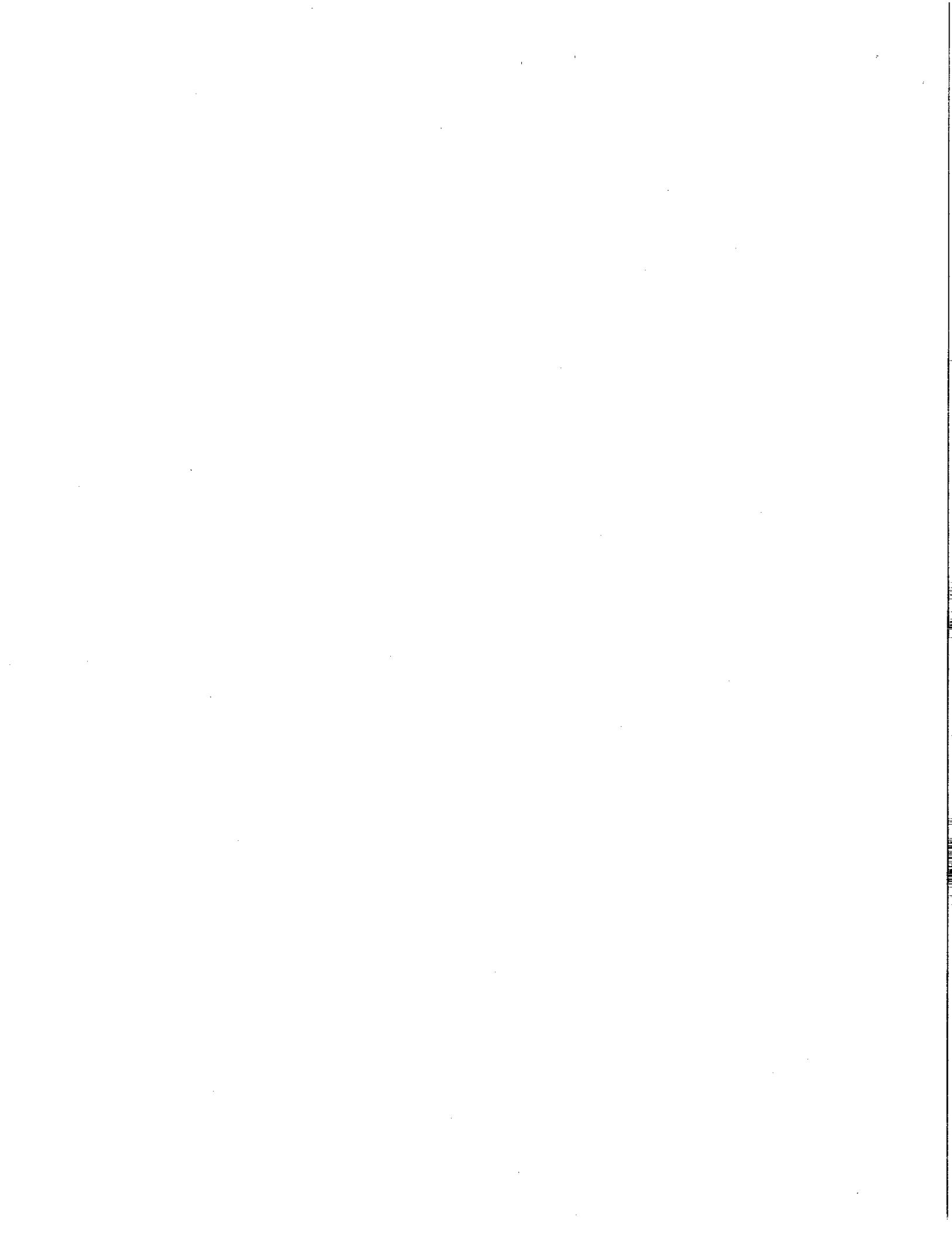
Popo's on 6th

Type of Business

restaurant

Phone Number

209-834-1234

Your Position & Duties

Executive chef

Date of Employment (from/to):

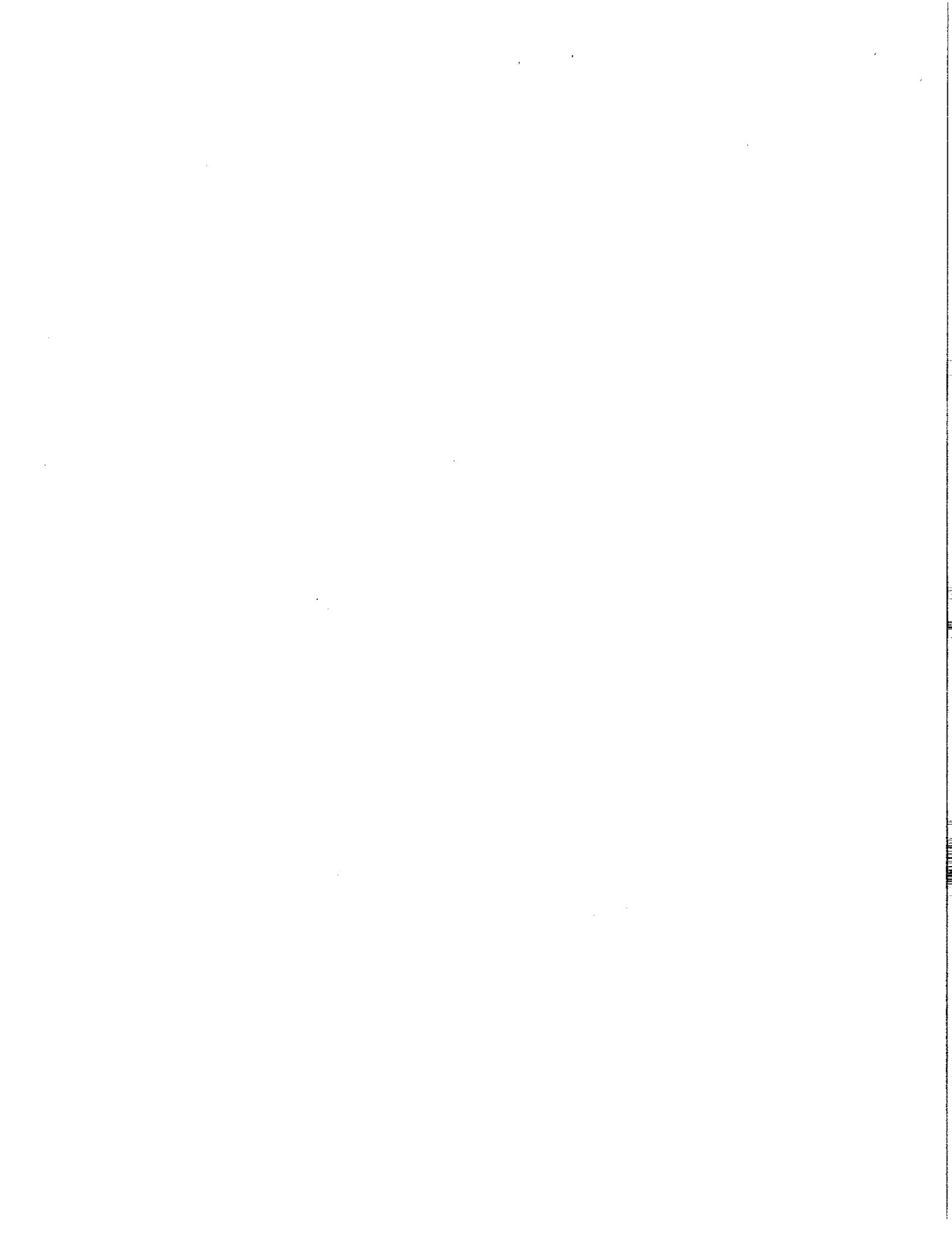04/2018-current

Reason for Leaving

still there

Still Employed: Yes

## Military Service

Job Related References

First Name   Stefan

Last Name   Wilson

E-mail Address   poposon6th@gmail.com

Phone   209-640-4040

Relationship: Business Partner

Years Acquainted: 30

First Name   Roger

Last Name   Bolden

E-mail Address   poposon6th@gmail.com

Phone   209-229-3736

Relationship: sous chef

Years Acquainted: 1-1/2

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,

(Checked box indicates acknowledgemen t)

5
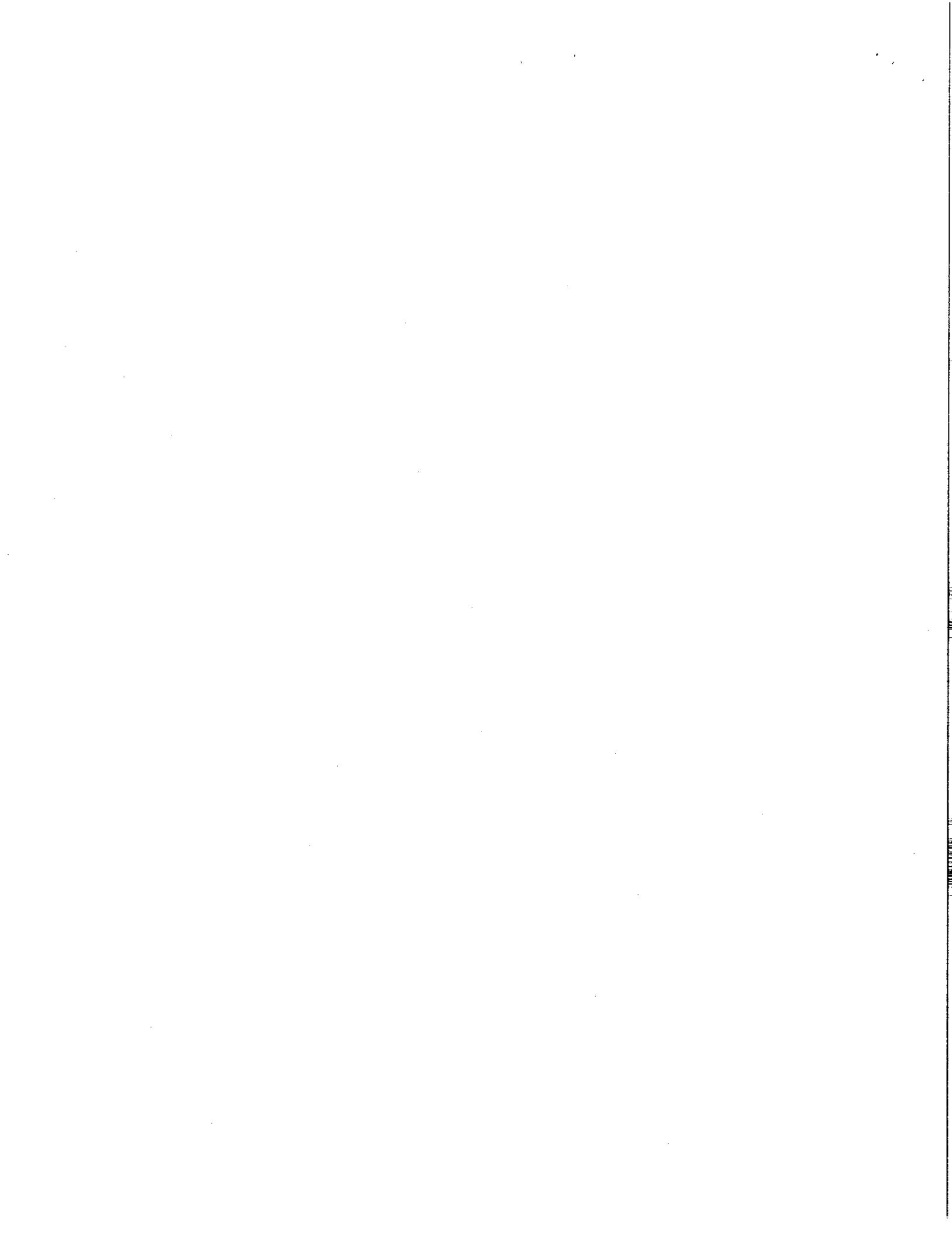
discovery.

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.

(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 general public records history.

(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

(Checked box indicates acknowledgement)

6

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):

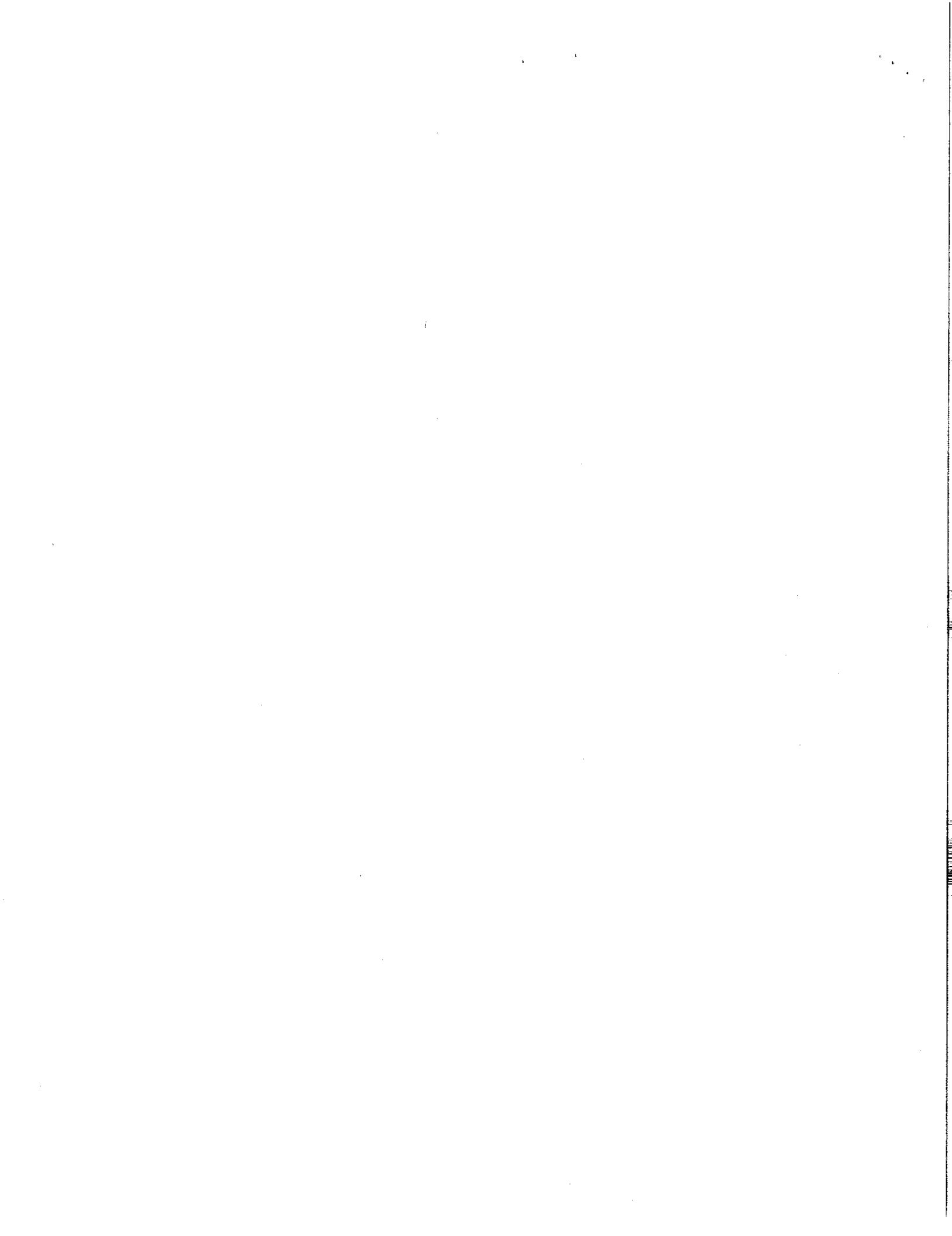Corey Washington

Date:

Tuesday, November 5, 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

Corey Washington Food Resume.docx

Interview Note Sheet
Cook

Name:	Corey Washington	Interviewer:	Ngoc Ho
Date:	11/5/2019	Rate of Pay:	$19/hr
Position (s) Applied for:	Grill Cook	Referred by:	CL

Test Scores

						Seeking
Server	/35	%	Bartender	/30	%	(Full-Time)
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	34/40	85 %	Cashier	/10	%	Part-Time
Dishwasher	/10	%	Housekeeping	/16	%	

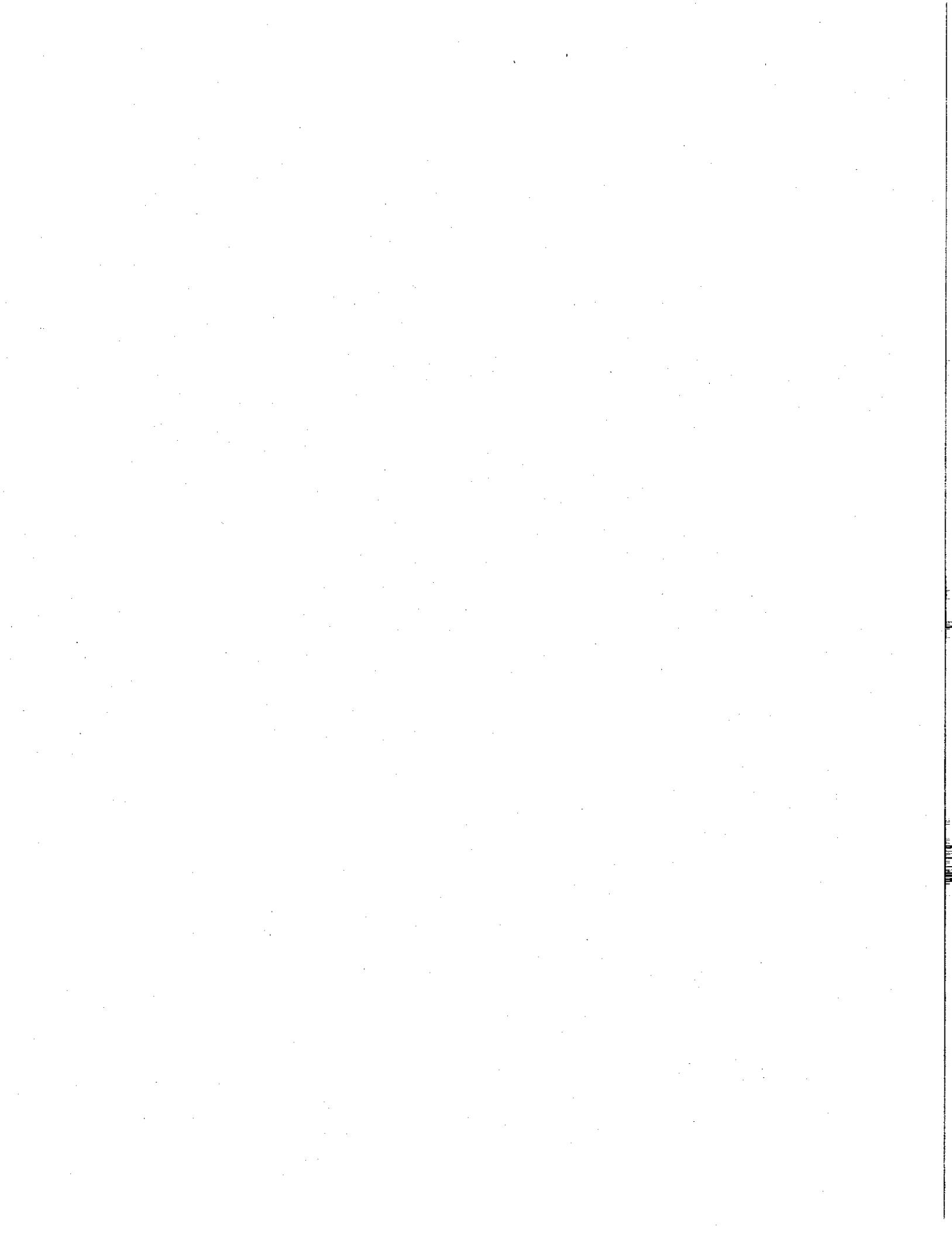### Relevant Experience & Summary of Strengths

Total of 25 yrs Experience in Food Service/Hospitality

Tell us about your formal training as a cook?	Tell me about your knife handling skills?	Tell me about a time you made a mistake while preparing ingredients. How did you correct it and what did you learn?	Notes:
- 25 yrs experience in the kitchen from diners to fine dining	- Excellent, slicing, dicing chopping	- broke sauce, brought it back w/ cold water, always learn something new	- owns his own restaurant - exec. & sous chef experience

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

Transportation

Car

Regions Available to work

South Bay

Certifications (if any)

FHC

Availability

Not available Sunday Prefers mornings

Uniforms Owned

___ 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:		

Recommendations

___ Acrobat Academy

___ Lead Academy

Other Languages Spoken

N/A

Corey Washington
1861 Flickinger Rd.
San Jose, CA
Phone: 408-836-4277, Email: coreymwashington@yahoo.com

Hiring Manager,

I am interested in applying for a position in your establishment. I believe that I have a unique skill set and understanding of this business that you might find useful. I have my Food Safety Management certification.

I have over 25 years of experience in the food industry. I am a former and current, chef, bartender, manager, busboy, server, dishwasher, caterer, etc.... I have worked at various restaurants ranging from very casual to fine dining. I have experience building food businesses from concept through operational process refinements. Below you will find pertinent information regarding my experience in and knowledge in the food industry. I look forward to possibly speaking with you in more detail regarding my application.

I am adept at problem solving, dependable, reliable, motivated, can lead and or follow direction, coachable, a fast learner, and a team player.

Have a broad understanding of financial, operational, and culinary aspects of the business including but not limited to menu creation and costing, sourcing, inventory, Process Implementation and improvement, P&L, COGS, Developing Budgets, Financial Planning and Strategy, Decision Making, Labor/Scheduling, Training & Team Development, Quality control.

Experience:

Harry's Hofbrau- San Jose, CA
Bartender
7/2018-1/2019

Popo's on 6th-Tracy, CA
Executive Chef/ GM
4/2018-Current

1621 Bistro-San Jose, CA
Executive Chef/ Owner Operator
11/2016-1/2018

Popo's Boys Catering-San Jose, CA
Owner Operator
11/2015-1/2018

Saiko Sushi-San Jose, CA
Head Chef/ GM
4/2015-11/2016

Sonz -Swan Court Hyatt Regency Kaanapali, Hi (fine dining steakhouse)
Backwaiter/Grill Chef/ Bartender
12/2014- 4/2015

Harry's Hofbrau- San Jose, CA
Bartender/ Kitchen consultant-Specialty Chef
1/2014-12/2014
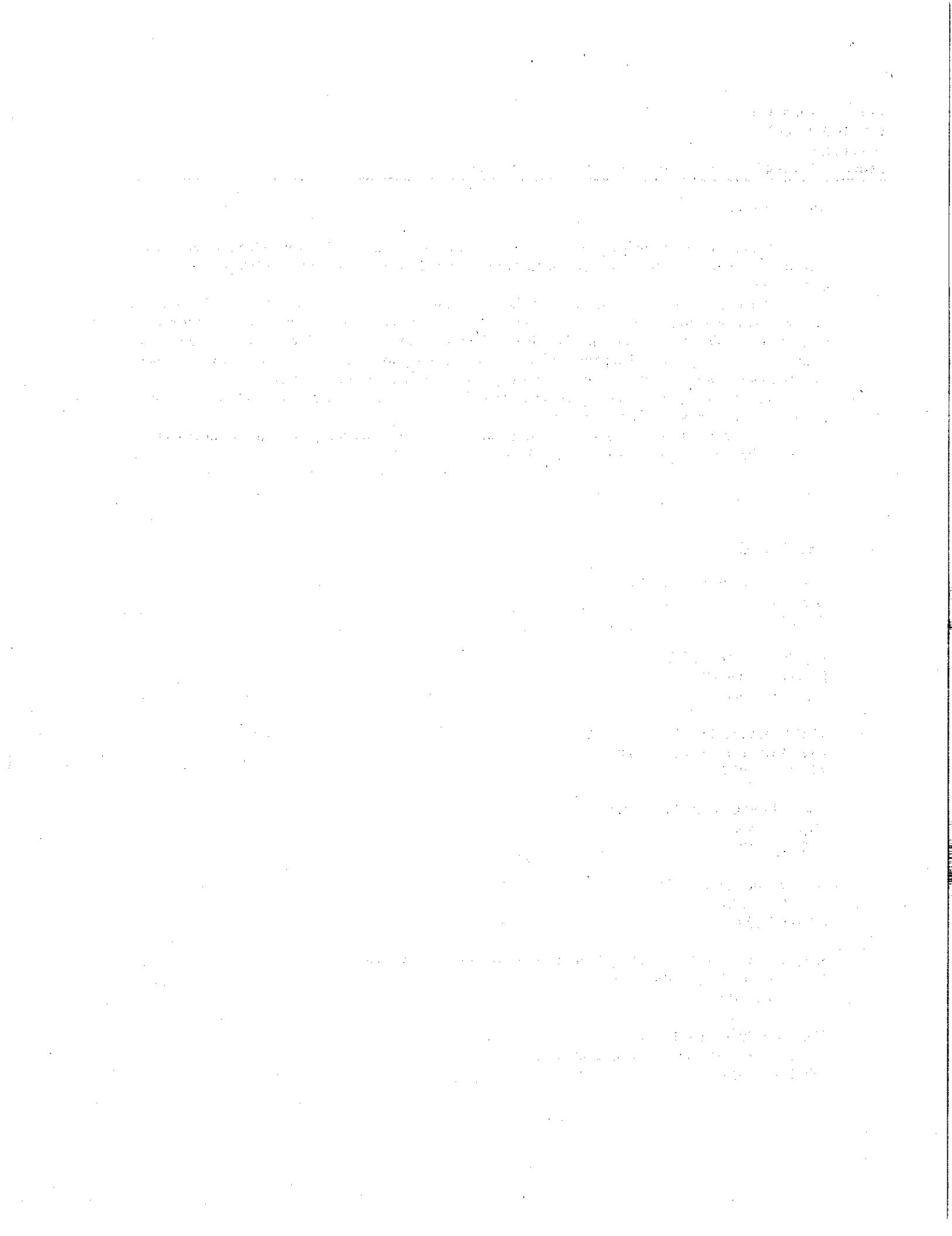
Facebook Inc.- Menlo Park, CA
Catering Chef
3/2012-9/2012

Hayaku's - Kaunakakai, Hawaii (Chinese Food/ Local Hawaiian Food/ Soul Food)
Owner Operator/ Head Chef
2/2011-3/2012 ·

Spivac's- San Jose, CA (American Contemporary Cuisine)
1/02-10/03
Cook

Nicks Fish Market- Wailea, Hawaii (Hawaiian Regional Cuisine)
Server/Panrty 9/98-1/00

Maui Coffee Roasters- Kahului, Hawaii (Deli Café/ Hawaiian regional)
Cook 7/98-9/00

Armadillo Willy's- Los Altos, CA (Texas Barbeque)
Cook 1/97-7/98

Tony Romas- Kihei Hawaii (ribs, steaks, chicken)
Server / Cook 8/94-10/96

Grill Cooks Test   Score 34 / 40

Multiple Choice Test (1 point each)

85%

A 1) How much time should you take to wash your hands with soap?
   a) 1 minute
   b) 20 seconds
   c) Time does not matter, water temperature does
   d) 5 minutes

C 2) The recommended temperature for your refrigerator is...
   a) 45ºF
   b) 50ºF
   c) 40ºF
   d) 20ºF

D 3) Food handlers must always wash their hands
   a) Before starting work
   b) Switching between handling raw and ready-to-eat food
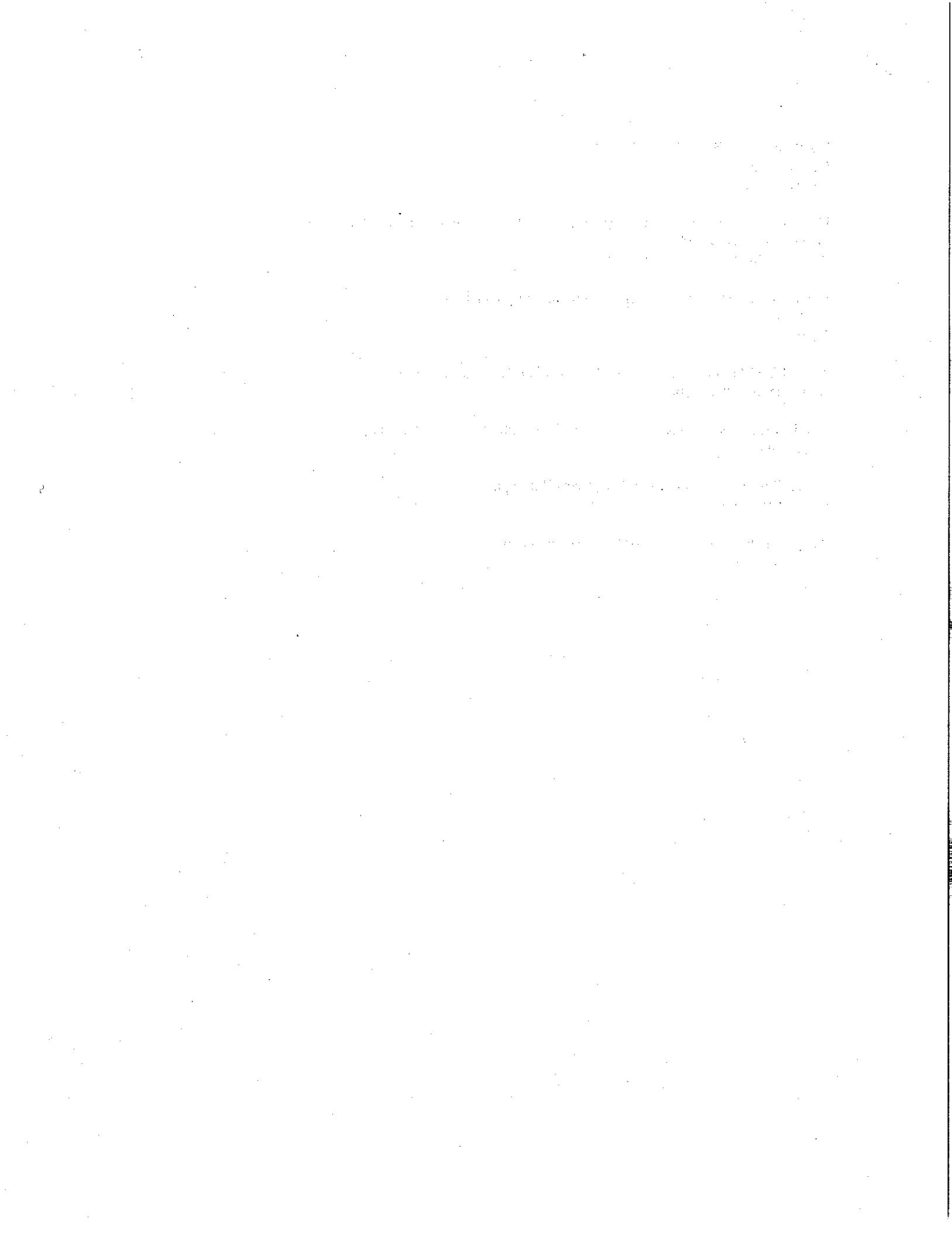   c) After going to the restrooms
   d) All of the above

D 4) The most important reason for having food handlers wear hair restraints is to
   a) Prevent food from getting into food handlers' hair
   b) Prevent food handlers from contaminating their hands by touching their hair
   c) Keep the food handlers' hair in place
   d) None of the above

C 5) Which of these conditions requires immediate corrective action?
   a) Packaged food items are stored at least 6 inches above the floor
   b) Ice is being used to cool beef stew in a shallow pan
   c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
   d) Raw fish is stored above raw chicken in the walk-in freezer

C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
   a) 0ºF and 100ºF
   b) 32ºF and 220ºF
   c) 41ºF and 135ºF
   d) 39ºF and 178ºF

D 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
   a) Clean the cutting board with a wet wiping cloth
   b) Turn the board over and use the other side
   c) Rinse the board with running water
   d) Wash, rinse, and sanitize the board prior to slicing the onions

D 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
   a) In a microwave oven
   b) During the cooking process
   c) Under cool running water
   d) On a clean counter, at room temperature

C 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
   a) Wiping spills only
   b) Washing hands if the hand sinks are too far away
   c) Sanitizing the blade of utensils such as knives
   d) Maintaining moisture on the wiping cloth

E 10) Food-handling gloves must be changed frequently and also:
   a) After handling garbage
   b) After every break
   c) After picking things up off the floor
   d) Between handling raw and cooked foods
   e) All of the above

D 11) A Julienne is:
   a) to cut food into 1 inch X 1 inch cubes
   b) A cooking method using high heat
   c) To cut food into 1/8 X 1/8 slices
   d) A rough cutting method producing oblong shapes

D 12) A gallon is equal to _____ ounces
   a) 56
   b) 145
   c) 32
   d) 128

B 13) How many cups are in a quart?
   a) 2
   b) 4
   c) 6
   d) 8

A 14) A Chiffonade is:
   a) To slice an herb or leafy vegetable into thin ribbons
   b) To de bone a fish
   c) Another name for parchment paper
   d) To cook food in liquid, or at just below the boiling point

B 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe
   a) 145º F
   b) 135º F
   c) 160º F
   d) 180º F

C 16) Which of the following explains the process of poaching?
   a) Poke poultry on the thickest part in order to make sure it's tender
   b) To cook food in an oven that has reached 350º F
   c) Cook gently in water that is hot but not boiling (160º-180º)
   d) Submerge protein in boiling liquid to speed cooking time

C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?
   a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
   b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
   c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
   d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C 18) Which of the following best describes braising?
   a) To cook quickly in a pan on top of the stove until food is browned
   b) Process through which natural sugars in food become browned and flavorful while cooking
   c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
   d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

B

19) Which of the following best describes the process of Caramelization?
   a) To cook quickly in a pan on top of the stove until food is browned
   b) Process through which natural sugars in food become browned and flavorful while cooking
   c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
   d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C

20) What temperature should chicken be cooked to?
   a) 145ºF
   b) 155ºF
   c) 165ºF
   d) 175ºF

C

21) What temperature should ALL ground meat be cooked to?
   a) 145ºF
   b) 155ºF
   c) 165ºF
   d) 175ºF

C

22) What temperature should fish be cooked to?
   a) 145ºF
   b) 155ºF
   c) 165ºF
   d) 175ºF

23) What is a roux and what is it used for? (2 points)

FAT SUCH AS BUTTER, MIXED WITH FLOUR. IT IS USED AS A THICKENING AGENT

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

SLOWLY COOKING DOWN BUTTER SO YOU CAN REMOVE FAT SOLIDS. IT IS USED BECAUSE IT DOESN'T RE-SOLIDIFY AND MAKES SMOOTHER HOLLENDAISE OR BERNAISE

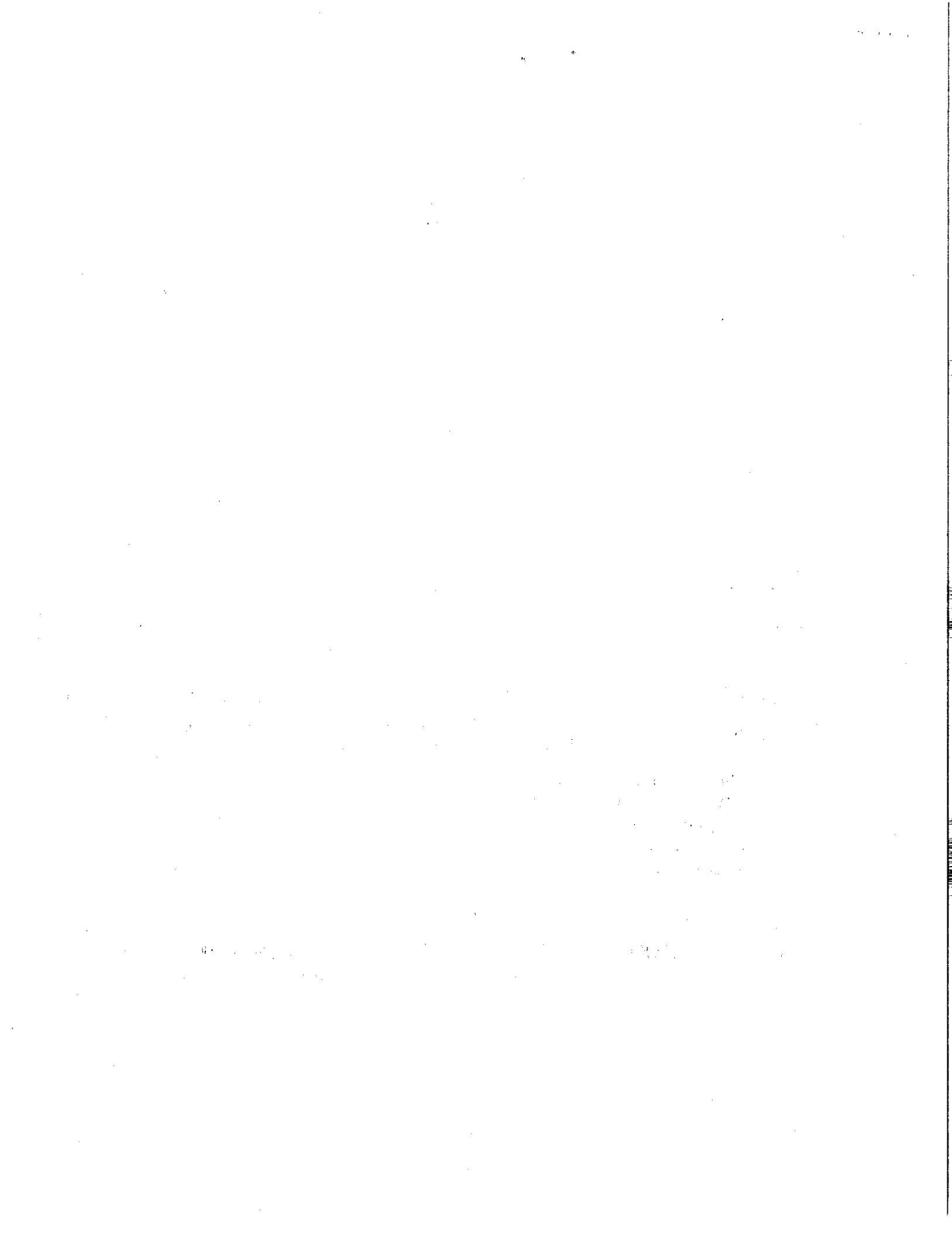25) What are the 5 mother sauces? (5 points)

1. BECHAMEL
2. HOLLENDAISE
3. VELUTE
4. ESPAGNOLE
5. TOMATO

26) What does it mean to season a grill and why is this process important? (3 points)

ADD AN AGENT LIKE OIL OR ONION. MAINLY FOR GRILL MARKS AND NO STICK. REMOVES CARBON TOO

27) What are the ingredients in Hollandaise sauce? (5 points)

*EGG YOLK
BUTTER
LEMON
S&P*

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: **Corey Washington**

Start Date: **11/5/2019**

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: **$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

DLSE-NTE (rev 9/2014)

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)

[signature]
(SIGNATURE of Employer Representative)

_11/5/2019_
(Date)

Corey Washington
(PRINT NAME of Employee)

[signature]
(SIGNATURE of Employee)
_11/5/2019_

(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.

DLSE-NTE (rev 9/2014)

Acrobat
outsourcing

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   1 Point
advance.

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: _Corey Washington_   Date: _11/5/2019_

Signature: _____