

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Linda Keo

Taborca ID: 54420

Date of Hire: 11/5/2019

Date of Re-Act:     /    /    

## New employee set up

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> E-verify                                     | <input checked="" type="checkbox"/> Added to Orientation Time Sheet          |
| <input checked="" type="checkbox"/> Hire Right EE                                | <input checked="" type="checkbox"/> Attended New Hire Orientation            |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check                         |
| <input type="checkbox"/> Direct Deposit (Scan to Payroll) and/or                 | <input checked="" type="checkbox"/> New Hire List (All fields)               |
| Global Cash Card = complete the form &   | <input checked="" type="checkbox"/> Check Taborca Profile (All fields)       |
| have EE sign   | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed                 | <input type="checkbox"/> 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**  
**General**

| Applicant Information                                     |                             |
|---|-----------------------------|
| Name: <u>Linda Keo</u>                                    | Interviewer: <u>Ngoc Ho</u> |
| Date: <u>11/5/2019</u>                                    | Rate of Pay: <u>\$19/hr</u> |
| Position (s) Applied for:<br><u>Cashier / Concessions</u> | Referred by:<br><u>CL</u>   |

| Test Scores |     |   |              |     |   | <input type="checkbox"/> Seasonal<br><input checked="" type="checkbox"/> Full-Time<br><input checked="" type="checkbox"/> Part-Time<br><u>Events</u> |
|-------------|-----|---|--------------|-----|---|--|
| Server      | /35 | % | Bartender    | /30 | % |  |
| Prep Cook   | /15 | % | Barista      | /10 | % |  |
| Grill Cook  | /40 | % | Cashier      | /10 | % |  |
| Dishwasher  | /10 | % | Housekeeping | /16 | % |  |

**Relevant Experience Summary of Strengths**

| Total of <u>6 months</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: |
| - New years, no more inventory and understaffed, tried to ride it out and kept customers calm | - try not to argue or convince them otherwise                 | - Do what you can to satisfy them  |        |

P.O.S. Experience: ☒ Y / ☐ N details: \_\_\_\_\_

| Transportation | Regions Available to work: |
|----------------|----------------------------|
| <u>Car</u>     | <u>South Bay</u>           |

| Certifications (if any) | Availability |
|-------------------------|--------------|
| <u>N/A</u>              | <u>Open</u>  |

| Uniforms Owned:   |   | Recommendations:  | Other Languages Spoken: |
|---|---|---|-------------------------|
| <input type="checkbox"/> Bistro White<br><input type="checkbox"/> Black Bistro<br><input type="checkbox"/> Tuxedo<br><input type="checkbox"/> 1/2 Tuxedo<br><input type="checkbox"/> Black Vest<br><input type="checkbox"/> Long Black Tie<br><input type="checkbox"/> Other: | <input type="checkbox"/> Chef Coat<br><input type="checkbox"/> Chef Pants<br><input type="checkbox"/> Knives<br><input type="checkbox"/> Black Pants<br><input type="checkbox"/> Non-Slip Shoes<br><input type="checkbox"/> Bow Tie<br><input type="checkbox"/> Cut Glove | <input type="checkbox"/> Acrobat Academy<br><br><input type="checkbox"/> Lead Academy | <u>Cambodian</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 Linda Keo Date: Nov. 5. 2019  
Home Telephone (408) 609 7682 Other Telephone ( )  
Present Address 4534 Del Rey Ave. San Jose, CA 95111  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Linda.Keo.JSC@gmail.com

## EMPLOYMENT DESIRED

Position applying for: Cashier or Warehouse Salary desired: 16\$ up  
Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

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 ☐  
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?  
A.S.A.P

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<br>HOURS<br>AVAILABLE<br>DAILY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--------|--------|---------|-----------|----------|--------|----------|
| AM                                     | open   | open   | open    | open      | open     | open   | open     |
| PM                                     |        |        |         |           |          |        |          |

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

*Resume*  
*SEE 1 ATTACHMENT*

**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 \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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

✓ 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.

✓ 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 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



Date

11/5/19

# Acrobat

outsourcing

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

First and Last Name: Linda Keo  
Email: Linda-Keo.JSC@gmail.com  
Phone number: 408 609 7682

## Working Experience:

Company Name: ~~Oliver~~ Aloha Roller rink  
Dates of Employment: NOV. 2018 - Aug. 2019  
Job Responsibility:

- - Assist customer with Rental
- - Skate guard
- - Host party

Company Name: Renzelberger  
Dates of Employment: Aug. 2015 Feb. 2016  
Job Responsibility:

- - Assist U.P workers
- - Vehicle check

Company Name: Walmart NTHM  
Dates of Employment: 12/12 - 4/2014  
Job Responsibility:

- - Customer service - Payments - Money order
- - Cashier
- - Stocking - Break down pallets

## Skills

- - Quick learner
- - Problem solver

**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Linda Keo  
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

## 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.

- |   |          |
|---|----------|
| <u>Tardy</u> – Anybody not signed/ clocked-in by their start time.  | 1 Point  |
| <u>Call Off</u> – 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  |
| <u>LM Call-Out</u> – Failing to provide Acrobat with 24-hour notice before missing a shift.   | 1 Points |
| <u>No Call No Show</u> – Failing to provide Acrobat with any notice before missing a shift.   | 3 Points |

Name: Linda Keo Date: 12.5.2019.

Signature: 