

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Yesenia Sandoval

Taborca ID: 54740

Date of Hire: 11 / 20 / 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

## 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 Yesenia Roche Sandoval Date: 11/20/19  
Home Telephone (408) 775-0880 Other Telephone ( ) \_\_\_\_\_  
Present Address 1128 S 8th St San Jose, CA 95112  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Sandoval.Yesenia96@gmail.com

## EMPLOYMENT DESIRED

Position applying for: Concessions Stand Salary desired: \_\_\_\_\_

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 X No \_\_\_

Temporary work, e.g., summer or holiday work? Yes X 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 X Other Source ☐

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

*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							
PM							

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

**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**

U.R.S. 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.


U.R.S. 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.

U.R.S. 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.

U.R.S. 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.

U.R.S. 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 11/20/19

# Interview Note Sheet

## General

Applicant Information	
Name: <u>Yesenia Sandoval</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>4/20/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>CL</u>

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

Relevant Experience & Summary of Strengths			
Total of <u>6y15</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:

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

Transportation	Regions Available to Work
<u>Public Transit</u>	<u>South Bay</u>
Career History (If any)	Availability
<u>N/A</u>	<u>schedule varies b/c have PT job</u>
Uniforms Owned	Recognition/Awards
<input checked="" type="checkbox"/> Bistro White <input checked="" 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:	<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy
Other Uniforms	Other Languages Spoken
<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Cut Glove	<u>Spanish</u>

**Yesenia Rocha Sandoval**  
**Sandoval.yesenia96@gmail.com**  
**1128 s. 8th St. , San Jose, CA 95112**  
**Cell: (408)775-0880**

**Objective:** I seek challenging opportunities where I can fully use my skills for the success of the organization.

**Education:**

Independence Adult Center- High School Diploma(Feb 2016)

**Experience:**

Off Broadway Shoe Warehouse (Nov. 15, 2019- Current)

Location: 21 Curtner Ave, San Jose, CA 95125

Job Title: Sales Associate

Job Description: Assist customers with purchases, finding merchandise, provide each customer with unique friendly experience. Making sure the store is clean and organized, restocking merchandise back in its place.

Security Industry Specialist (March 28,2016- July 2017).

Location: 2880 Stevens Creek Blvd

Unit 220, San Jose, CA 95128

Job Description: access control, escort & monitor contractors, help employees with any problems , secure areas

Levis Stadium(Oct 18,2015- 2017)

Location: 4900 Marie P Bartolo Way, Santa Clara, CA 95054

Job Description: search bags, greet people, wand , guard buildings, alcohol control

Togo's(July 15, 2015- April 2, 2016)

Location: 14944 Camden Ave, San Jose, CA

Job Description: make sandwiches, clean tables, wash dishes, help guests, clean, restock.

**Skills:** Friendly, Responsible, Multi-tasker, Punctual, Leadership skills, customer service, communication, organized, creative thinking, problem solving, time management, presentation, leadership, motivation, bi-languag, active listening skills, negotiation, assertiveness, confidence, conveying messages concisely, conflict resolution.

NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Yesenia Sandoval  
Start Date: 11/20/2019

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: Acrobat Outsourcing - 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) 844-0773

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

# 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.

- |   |          |
|---|----------|
| <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: Yesenia Rocha Sandoval Date: 11/20/19

Signature: 