

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: Maricela Gonzaga

Taborca ID: 54771

Date of Hire: 11/21/2019

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
Cook

Applicant Information	
Name: <u>Brenda Gonzaga</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>11/21/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Prep Cook</u>	Referred by: <u>Indeed</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	<u>32/40</u>	<u>80%</u>	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths			
Total of <u>16 yrs</u> 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:
Gained experience through work places and restaurants	Knife handling skills, cut meats, prepare sauces	Relook at the recipe and remake the batch	

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

Transportation	Regions Available to work
<u>Car</u>	<u>South Bay</u>
Certifications (if any)	Availability
<u>FHC & Alcohol</u>	<u>Open mornings, PMs work other jobs</u>
Uniforms Owned	Recommendations
<input 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:	<input checked="" 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"/> Acrobat Academy <input type="checkbox"/> Lead Academy
	Other Languages Spoken:
	<u>Spanish</u>

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	Maricela B
Last Name	Gonzaga
E-mail Address	gonzagabrenda103@gmail.com
Phone	4088497050
Address	2945 Croft Dr
Unit or Number	2945 Croft Dr
City, State	San Jose ca
Zip Code	95148
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	<input checked="" type="checkbox"/> Cook <input checked="" type="checkbox"/> Barista
Are you applying for:	<input checked="" type="checkbox"/> Full-Time

When can you start?

Thursday, November 21, 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

Saturday AM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

No

Have you ever applied to or worked for Acrobat before?

No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

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.

Yes

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

Yes

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

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

Andrew Hill

City & State

San Jose

Grade/Degree

Diploma

Graduated?

Yes

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")

Yes

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

No

Employment History

Are you currently employed?

No

Can we contact your current employer?

No

Most Recent Employers

Name and Address of Employer

I'll fornaio restaurant

Type of Business

Restaurant

Phone Number

408 239 0809

Your Position & Duties

Pantry cook

Date of Employment (from/to):

December 20 to November 21

Reason for Leaving

Still working there

Still Employed:

Yes

Name and Address of Employer

Nordstrom

Type of Business

Restaurant

Phone Number

4082482180

Your Position & Duties

Line cook/ prep cook

Date of Employment (from/to):

June 2015 October 2017

Reason for Leaving

I had an accident out side work

Still Employed:

No

Name and Address of Employer

Paris baguette

Type of Business

Restaurant

Phone Number

4088962399

Your Position & Duties

Sandwich/salad

Date of Employment (from/to):

June 2014 to jan2016

Reason for Leaving

Move out

Still Employed:

No

Have you ever been fired from a previous place of employment? If yes, please explain:

No

Military Service

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

No

Job Related References

References

First Name	Jo
Last Name	K
E-mail Address	gonzagabrenda103@gmail.com
Phone	4088962654
Relationship:	Manager
Years Acquainted:	3
First Name	Rocio
Last Name	QuinoñeZ
Phone	4088497050
Relationship:	Manager
Years Acquainted:	12
First Name	Francisco
Last Name	G
Phone	4088262654
Relationship:	Supervisor
Years Acquainted:	8

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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):

Maricela B Gonzaga

Date:

Thursday, November 21, 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.

Maricela B Gonzaga

2945 Croft Dr San Jose CA 95148

Phone (408)8497050 Email:gonzagabrenda103@gmail.com

Objective: Seeking a position in a company where my skills and experience can be applied to the fullest with growth potential and advancement opportunities.

Skills:

- Perform well during pressure and time restraints
- Ability to work under minimal supervision
- Excellent time management skills
- Hard worker and fast learner
- Quality oriented individual and team player
- Friendly and outgoing personality
- Polish and professional image
- Basic knowledge on computer skills, Word, Excel, Power point, Internet.

Education:

Evergreen Valley Colleges	San Jose CA	Present
Andrew Hill High School	San Jose CA	Diploma

Reference

Jo K	Manager	(408)8962399
Rocio Quinonez	Manager	(408)7124196
Francisco G	Supervisor	(408)8262654

Work Experience

Nordstrom Line Cook/Pre-Cook Santa Clara, CA June 2015-October 2017

- Deliver exceptional customer service by preparing food items consistently and adhering to all recipe standards.
- Maintain a safe working environment by using proper food handling skills and food safety guidelines.
- Complete kitchen tasks such as line set up, food preparation, clean up and break down, equipment cleaning and restocking the kitchen.
- Label and stock all ingredients on shelves so they can be organized and easily accessible.
- Measuring ingredients or seasoning to be used in cooking.
- Learning and following recipes precisely.
- Communication with management and prep team also maintaining proper ticket time.

Paris Baguett Sandwich/Salad Saratoga, CA Jun 2014-Jan 2016

- Interact with every guest in a professional, friendly, and hospitable manner.
- Complete all opening, closing and side work tasks thoroughly and in a timely manner. Organize all delivery orders assuring completion of orders for the store.
- Opening and Closing the Sandwich/Salad bar, restocking fresh ingredients, organizing and cleaning as necessary.
- Store, label and date all food items. Prepare food and recipes by the book.

Crate and Barrel Cashier/Sales Ass San Jose, CA September 2012-March 2013

- Provide exceptional customer service.
- Maximize company sales growth and profitability through the use of creative selling skills, team work and customer service, by delivering an engaged experience to every customer, every time.
- Ensure full understanding of all products and have a continuous awareness of the most current information available.
- Assist customers with product selections and process all customer orders or returns.
- Actively engage customer and remain attentive to customer needs.

Multiple Choice Test (1 point each)

- D 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) 45°F
 - b) 50°F
 - c) 40°F
 - d) 20°F
- 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
- A 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
- D 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
- G 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- a) 0°F and 100°F
 - b) 32°F and 220°F
 - c) 41°F and 135°F
 - d) 39°F and 178°F
- 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
- A 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
- A 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

Grill Cooks Test

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

C

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

D

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

A

15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

A

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 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

A

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 covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

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 covered, 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) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

B

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

A

22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points) It's a mixture of equal parts fat and flour that is used for thickening sauces and soups

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

Frying something either for an extended period of time for those times when I want the flavor of butter rather than oil I would want to use Clarified fats such as lard, bacon fat, or vegetable oil.

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

butter can stand being cook longer

1. Hollandaise
2. Bechamel
3. Veloute
4. Espagnole
5. tomato

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

Simply means coating the grill in oil and then heating it prior to cooking which is specially use for new grills, because it also helps burn off any toxic substances that are applied during manufacturing

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

Yolk, Butter, Lemon.

3 eggs, 1 TSP cream, 1 1/2 melted butter
1 TSP lemon juice. or white wine vinegar
TSP salt Dash of cayenne pepper.

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Brenda Gonzaga
Start Date: 11/21/2019

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

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

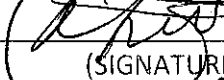
(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

11/21/2019
(Date)

Hudcelia B. Gonzalez
(PRINT NAME of Employee)


(SIGNATURE of Employee)

November 21/19
(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.

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 advance. 1 Point

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:

Phila B Garza

Date:

Nov 21/19

Signature:

