

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Victor Alvarez

Taborca ID: 54772

Date of Hire: 11/21/2019

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
Dishwasher

Applicant Information	
Name: <u>Victor Alvarez</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>11/21/2019</u>	Rate of Pay: <u>\$20/hr</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>CL</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	<u>8</u> /10	<u>80</u> %	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths			
Total of <u>5 yrs</u> Experience in Food Service/Hospitality			
Can you describe what each of the sections of a 3-compartment sink are intended for?	Have you done any work with delicate glassware or other fragile dishes?	Describe a time you helped a co-worker finish a job on time.	Notes:
<u>1 - wash</u> <u>2 - rinse</u> <u>3 - sanitize</u>	<u>Yes, wine glasses</u>	<u>- Stayed over-time a lot at Fed-ex job to help co-worker</u>	<u>- Currently working Full-time Fedex</u> <u>- Used to work for Flagship</u>

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

Transportation <u>Car</u>	Regions Available to Work: <u>Menlo Park</u>																
Certifications (if any): <u>not for FHC</u>	Availability: <u>M-F morning shifts</u>																
Uniforms Owned: <table border="0"> <tr> <td><input type="checkbox"/> Bistro White</td> <td><input type="checkbox"/> Chef Coat</td> </tr> <tr> <td><input type="checkbox"/> Black Bistro</td> <td><input type="checkbox"/> Chef Pants</td> </tr> <tr> <td><input type="checkbox"/> Tuxedo</td> <td><input type="checkbox"/> Knives</td> </tr> <tr> <td><input type="checkbox"/> 1/2 Tuxedo</td> <td><input checked="" type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input checked="" type="checkbox"/> Non-Slip Shoes</td> </tr> <tr> <td><input type="checkbox"/> Long Black Tie</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>	<input type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives	<input type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other:		Recommendations: <table border="0"> <tr> <td><input type="checkbox"/> Acrobat Academy</td> </tr> <tr> <td><input type="checkbox"/> Lead Academy</td> </tr> </table>	<input type="checkbox"/> Acrobat Academy	<input type="checkbox"/> Lead Academy
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<input type="checkbox"/> Other:																	
<input type="checkbox"/> Acrobat Academy																	
<input type="checkbox"/> Lead Academy																	
Other Language Spoken: <u>Spanish</u>																	

Victor Manuel Alvarez

Submission Date
November 21, 2019 16:05

First Name	Victor Manuel				
Last Name	Alvarez				
E-mail Address	vickaaa1111@gmail.com				
Phone	6504078982				
Address	1973 TATE ST F206				
Unit or Number	F206				
City, State	EAST PALO ALTO				
Zip Code	94303				
What region(s) are you applying to work within?	San Francisco				
Which position(s) are you applying for?	Dishwasher				
Are you applying for:	Full-Time				
When can you start?	Nov 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
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	None				
Have you ever applied to or worked for The Service Companies (TSC) before?	No				
Do you have any friends or relatives working for The Service Companies (TSC)? If so, please let us know who:	None				
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.	California				
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.)

No

Name of School

Menlo Atherton

City & State

Atherton ca

Grade/Degree

3.2

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")

Yes

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

1973 TATE ST F206

Type of Business

Fedex

Phone Number

415678345

Your Position & Duties

Driver

Date of Employment (from/to):

2019

Reason for Leaving

Still

Still Employed:

Yes

Name and Address of Employer

1973 TATE ST F206

First Name

Bob vamzant

Last Name

Vanzant

E-mail Address

vickaas1111@gmail.com

Phone

5402368976

Relationship:

Friend

Years Acquainted:

6

First Name

Joe

Last Name

Iffla

Phone

6503567865

Relationship:

Boss

Years Acquainted:

10

First Name Polo
Last Name Carrizales
Phone 6507651311
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 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 The Service Companies (TSC) 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 The Service Companies (TSC) 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

(Checked box indicates acknowledgement)

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.

The Service Companies (TSC) 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)

Applicant Digital Signature (Type Name):

Victor Manuel Alvarez Hernandez

Date:

Nov 21, 2019

Please Attach Resume Below

victor Resume 201 (1).docx



Victor Alvarez

Vickaaa1111@gmail.com · 650.407.8982 · SF Bay Area

PROFESSIONAL SUMMARY

5+ years of food industry management and ran the financial aspect of the business. Bilingual English and Spanish proficient. 6+ years as a CNC machine operator/set up with management skills, strong communication skills, time management, tight tolerances and manual lathe experience

COMPETENCIES AND SKILLS

- Microsoft Word & Excel
- Advanced knowledge of food and wine
- Highly skilled in finer points of fine dining service
- Dedicated to providing exceptional service and guest satisfaction

PROFESSIONAL EXPERIENCE

Manager – ROUND TABLE PIZZA – Menlo Park, CA

2009-2014 & 01/2019 - Current

- Generated 123% in additional revenue by growing customer base through outstanding service
- Developed and institutionalized new service techniques for our 12 team members per shift
- Worked collaborative with general manager to create weekly/monthly goals for sales and purchasing
- Increased profit margins by reducing over/under stock and following to detail our weekly quotas
- In charged of counting the money and making bank deposits
- Controlled employee weekly schedules and task by creating excel spreadsheets
- Improved management/labor relations and reduce employee turnover rate

Back - Waiter/Food Expeditor -VILLAGE PUB – Woodside, CA

06/2018 – 01/2019

- Help ran and manage tickets to conserve kitchen under control and food would come out accurate and under control
- Served tables and make sure everyone was content with the restaurant service level
- Help and trained new back waiters to more efficiently perform during service hours
- Prepared, maintained and break down back waiter stations
- Kept track of all closed check sheets and performed all cash-out requirements with management.

Machine Operator – ICHOR SYSTEMS – Union City, CA

03/2017- 01/2018

- Ran Equipment, read blue prints
- Inspected first part before first article
- Ran close tolerance + - .0002
- Worked on Lathe department
- Last run – packaging before shipping

Machine Operator – PERFORMEX MACHINIST – San Carlos, CA

02/2011-11/2016

- Setup Lathe machines, tooling and downloaded programs
- Ran manual lathe
- Ran close tolerance + - .0002
- Deburred parts under microscope inspection room
- Cleaned and packaged parts with solvent and acetone before packaging

EDUCATION

- De Anza College – **CNC Program** – Cupertino, CA
- Menlo Atherton High School – Atherton, CA

08/2013-04/2014
Graduated 2005

Christian Bejarano

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - ☒ c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - ☒ c) Rubber glove
 - d) Nothing
- d 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - ☒ d) All of the above
- a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- ☒ a) True
 - b) False
- e 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - ☒ e) All of the above
- a 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- ☒ a) True
 - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
 - b) Wait until the end of your shift to clean it
 - c) Flag the spill and clean it immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - ☒ c) Use an oven mitt or dry cloth towel
 - d) Nothing
- d 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- C 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

80%

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Victor AlvarezStart Date: 11/21/2019**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 CompaniesPhysical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CAMailing Address: 1871 The Alameda Ste 110 San Jose, CATelephone Number: (408) 844-0773**WAGE INFORMATION**Rate(s) of Pay: \$20/hr FB Only Overtime Rate(s) of Pay: \$30/hr FB OnlyRate 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 ☐ NoIf yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☒ Yes ☐ NoAllowances, 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]
(SIGNATURE of Employer Representative)

11/21/2019
(Date)

(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

11/21/19
(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: Vic for de An Date: 11/21/19

Signature: Vic for de An

