

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Casey Calvo

Taborca ID: 54787

Date of Hire: 11/22/2019

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>Casey Calvo</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>11/22/2019</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>8 yrs</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:
At current job, has to multi-task w/ customers in-person and on-phone	Communicate, try to resolve issue or contact supervisor	Try to meet their needs, pay attention to their requests	Currently working full-time, 8am-5pm M-F

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

Association	Regions Available to Work
<u>Public Transit</u>	<u>South Bay</u>
Certifications (if any)	Availability
<u>N/A</u>	<u>Has an open 8-5 job weekends available</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 type="checkbox"/> Acrobat Academy  <input type="checkbox"/> Lead Academy
Other Languages Spoken	
<u>N/A</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 Casey Calvo Date: 11/22/19  
Home Telephone ( 650 ) 492-0079 Other Telephone (      )       
Present Address 883 PACIFIC AVE  
Permanent Address, if different from present address:       
Email Address Casey.calvo@yahoo.com

## EMPLOYMENT DESIRED

Position applying for: CONCESSIONS Salary desired: \$17/hr

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 X Part-time work? Yes X No     

Temporary work, e.g., summer or holiday work? Yes      No X 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 X 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	AFTER NOON	AFTER 5	AFTER 5	AFTER 5	AFTER 5	AFTER 5	Any time
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

**PERSONAL INFORMATION**

Have you ever applied to or worked for Acrobat Outsourcing before? Yes \_\_\_ No X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes \_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No \_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X No \_\_\_

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes X No \_\_\_

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.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

**EDUCATION & SKILLS**

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
SAN JOSE CITY COLLEGE	SAN JOSE, CA	AA in Sociology	not yet
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		<u>YES</u>	NO
Special: I've had 4 years almost 5 in experience for different point of sales systems & even more in customer service.			

### 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 X No      If so, may we contact your current employer? Yes      No X

Name and Address of Employer ELEMENTAL WELLNESS CENTER 985 TIMOTHY DR.

Type of Business RETAIL Telephone No. (669) 246-8551 Supervisor's Name JASMINE SHARP

Your Position and Duties currently training for supervisor position, but I've done marketing, administrative & sales for this company.

Dates of Employment: From 04/2017 To now

Reason for Leaving: NOT LEAVING

Name and Address of Employer CVS HEALTH

Type of Business pharmacy/retail Telephone No. ( ) Supervisor's Name ABBY NAVARRO

Your Position and Duties customer service representative; trained new cashiers, process customer transactions & maintain the floor, run the photo department

Dates of Employment: From 04/2015 To 04/2017

Reason for Leaving: MOVED closer to other job.

Name and Address of Employer AACA : ASIAN AMERICAN CONTRACTORS ASSOCIATION

Type of Business contractor Telephone No. ( ) Supervisor's Name WILLIAM HOLLAND

Your Position and Duties ATTEND MONTHLY BOARD MEETINGS & RECORD THE MINUTES. MAINTAIN & UPDATE THE MEMBERSHIP LIST.

Dates of Employment: From      To     

Reason for Leaving: moved for school

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: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

#### MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No X

If so, describe: \_\_\_\_\_

#### JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: ABIGAIL NAJARRO Telephone No. (408) 601-6909

Address \_\_\_\_\_

Occupation: CVS Relationship: supervisor  
at CVS Number of Years Acquainted: 5

Name: JASMINE SHARP Telephone No. (408) 515-5472

Address \_\_\_\_\_

Occupation: ELEMENTAL WELLNESS Relationship: supervisor  
at elemental Number of Years Acquainted: 2

Name: YVETTE FRANCO Telephone No. (669) 246-9551

Address \_\_\_\_\_

Occupation: ELEMENTAL WELLNESS Relationship: coworker  
at elemental Number of Years Acquainted: 2



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

CC 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.

CC 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.

CC 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.

CC 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.

CC 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 11/22/19



## CASEY CALVO

883 Pacific Ave., CA 95112 | (cell) 650.492.0079 | casey.calvo@yahoo.com

### Professional Summary:

Seeking for a position that allows me to work with people and contribute to a business where I can utilize my strong customer service oriented skills, as well as build experience in multiple fields that match my passion of helping others and challenging myself.

### Skills

Substantial work ethic	Effective written communication skills	Quick learner
Attention to detail	Microsoft Office proficient	Basic math skills (upto Pre-calculus)
Strong verbal communication skills		Productive/ patient trainer

### Interests

- College: Dorm Resident Assistant, The Future Is Ours [social justice/action club], Active member/Pledge Trainer of Chi Pi Sigma [criminal justice fraternity]

### Work History

#### *Consultant Supervisor/Consultant/Membership Services*

##### **Elemental Wellness Center 04.2017-present**

*Consultant:* Make sales and answer inquiries on the organization and its policies in person and by phone in a tactful manner. Provide emotional support while consulting members in the beneficial products and services for their needs. Maintaining a sanitary and organized work space. Onboarding new employees

*Membership Services:* Courteously greet every member and direct them to their needed location while multitasking with multiple computers and telephone lines. Assist and resolve inquiries and complaints in a timely manner. Maintain and update member profiles in the companies various databases using office machines such as photocopier. Integrate all physical paperwork with multiple transitions into different electronic databases.

#### *Customer Service Representative/Cashier*

##### **CVS Health/ Pharmacy 04.2015-04.2017**

Trained new cashiers on procedures, customer service, and sales techniques. Maintained an atmosphere of enthusiastic customer service while independently answering phones, managing the checkout line, greeting customers and assisting with complaints/theft protection. Managed the photo

printing service.

*Administrative Assistant*

**Asian American Contractors' Association 10.2010-01.2015**

Planned and coordinated logistics and materials for board meetings, committee meetings and networking events. Record, finalize and circulate minutes to all members of the monthly board meetings. Renew and update membership status'; keep record of members paid fees and current contact information through Microsoft Excel.

*Courtesy Clerk*

**Lunardi's Market 08.2011-08.2012**

Cleaned grocery shelves, storage and work areas, and kept floors free of spills and hazardous waste. Cultivated a customer-focused shopping environment by greeting and responding to all customers in a friendly manner.

**Education**

*High School Diploma*

Capuchino High School - San Bruno, CA

International Baccalaureate certificate in History, Math, and Psychology with 3 years in Spanish

*College: Sociology and Mexican American Studies*

San Jose City College 2013- present

San Jose State University 2012-2015

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

**EMPLOYEE**

Employee Name: Casey Calvo  
Start Date: 11/22/2019

**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, 9<sup>th</sup> 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)*

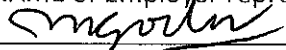
- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or 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)



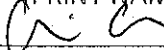
(SIGNATURE of Employer Representative)

11/22/2019

(Date)

Casey Calvo

(PRINT NAME of Employee)



(SIGNATURE of Employee)

11/22/19

(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.

- |   |          |
|---|----------|
| <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: Casey Calvo Date: 11/22/19

Signature: 

