

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Jennifer Jimenez

Taborca ID: 54889

Date of Hire: 12/2/2019

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>Jennifer Jimenez</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>12/2/2019</u>	Rate of Pay: <u>\$20/hr EB only</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>Karin Macias</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	<u>9</u> /10	<u>90%</u>	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths			
Total of _____ 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:
1 - Wash 2 - Rinse 3 - Sanitize	Yes, wine glasses	Stayed after work at previous job to help finish job on time	

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

Transportation	Regions Available to work
<u>Carpooling</u>	<u>South Bay</u>
Certifications (if any)	Availability
<u>N/A</u>	<u>Open</u>
Uniforms Owned	Recommendations:
_____ Bistro White _____ Black Bistro _____ Tuxedo _____ 1/2 Tuxedo _____ Black Vest _____ Long Black Tie _____ Other:	_____ Acrobat Academy _____ Lead Academy
_____ Chef Coat _____ Chef Pants _____ Knives _____ Black Pants _____ Non-Slip Shoes _____ Bow Tie	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 Jennifer Jimenez Date: Dec 2, 2019  
Home Telephone (408) 366-9524 Other Telephone ( )  
Present Address 2233 Lincoln Av #14  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address jimenezjenn8331@gmail.com

EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ 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 ☐ 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 Karin Macias 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?

Dec 2, 2019

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		8am	8am	8am	8am	8am	
PM		9pm	9pm	9pm	9pm	9pm	

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

PERSONAL INFORMATION

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

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☒ No \_\_\_ If yes, please state name and relationship Karin Macias Childhood friend

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

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ 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 ☒ 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?
Milpitas Adult Ed	Milpitas CA	GED	
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	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."		YES	NO
Special:			

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 Life moves 750 Commercial st SJ CA 95112

Type of Business Non Profit Homeless Agency Telephone No. (408) Supervisor's Name Swati Gharse

Your Position and Duties Resident Coordinator, in Charge of winter Shelter  
Admit Residents issue Blankets and Secure Safety

Dates of Employment: From 3/29/19 To 5/29/19

Reason for Leaving: my Background

Name and Address of Employer In home Support Services

Type of Business Home Care Telephone No. (408) 287-1600 Supervisor's Name Beatrice Gonzales

Your Position and Duties Help Client ambulation and mobility around the house personal care  
and hygiene Help Clients prepare meals Clean house Dishes

Dates of Employment: From 11/2012 To 9/2018

Reason for Leaving: Client Passed away

Name and Address of Employer Pathway Society

Type of Business Rehab Telephone No. (408) Supervisor's Name Melissa Statacy

Your Position and Duties Overnight Care Coordinator, monitor Residents over night, Ensure  
Safety and Security Assist Clients w/ their needs

Dates of Employment: From 1/2019 To 2/2019

Reason for Leaving: Personal Issue

Name and Address of Employer ~~Provanth~~ Provanth Corp Solutions

Type of Business Shipping/Receiving Telephone No. (408) 266-9517 Supervisor's Name Tanya Espinoza

Your Position and Duties Early morning Truck Crew - unload truck  
Sort Boxes, open Boxes Stock Shelves

Dates of Employment: From 12/2018 To 1/2019

Reason for Leaving: got another Job

Have you ever been fired from any previous place of employment? If so, please explain: yes  
due to pass history Background

#### MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes ☐ No ☒

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.

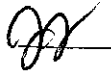
Name: Tanya Espinoza Telephone No. 408 ) 346-9517  
Address 1608 mt Blanc hwy  
Occupation: Self Employed Relationship: Ex Supervisor Number of Years Acquainted: 30 years

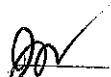
Name: Alex Soto Telephone No. 669 ) 500-9210  
Address 7821 miller Av Alroy CA 95020  
Occupation: Machine Tech II Relationship: Referral Number of Years Acquainted: 10 years

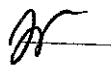
Name: Karin Marias Telephone No. 408 ) 985-3863  
Address unkn  
Occupation: Facebook Relationship: Ex Coworker Number of Years Acquainted: 12 years




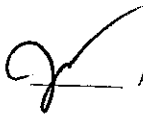
**Please Read Carefully, Initial Each Paragraph and Sign Below**

 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.

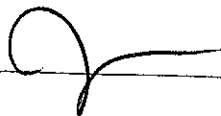
 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice 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

Dec 2, 2019



# NOTICE TO EMPLOYEE

Labor Code section 2810.5

## EMPLOYEE

Employee Name: Jennifer Jimenez

Start Date: 12/2/2019

## 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: \$20/hr FB Only Overtime Rate(s) of Pay: \$30/hr FB Only

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)*

Ngo H  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

12/2/2019

(Date)

Jennifer Jimenez  
(PRINT NAME of Employee)

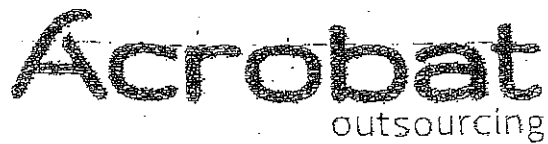
[Signature]  
(SIGNATURE of Employee)

Dec 2nd 2019

(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.



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: Jennifer Jimenez Date: 12/2/2019

Signature: \_\_\_\_\_



**Jennifer Jimenez**

San Jose, CA

jimenezjenn8331@gmail.com

408-903-0806

Im looking for a job were I can use my years of experience to provide service to a company that I will not only apply myself to them but also help myself learn more and grow within the company.

**Work Experience****Caregiver**

In Home Support Services (IHSS) - San Jose, CA

November 2012 to July 2017

**Typical Tasks**

- Help clients take prescribed medication
- Assist clients with ambulation and mobility around the house or outside (doctor's appointments, walks etc.)
- Assist clients with personal care and hygiene
- Help clients with physical therapy exercises
- Plan and prepare meals with assistance from the clients (when they are able)
- Do the client's shopping or accompany them when they shop
- Perform light housekeeping duties that clients can't complete on their own
- Be a pleasant and supportive companion
- Report any unusual incidents
- Act quickly and responsibly in cases of emergency.

**Office Specialist II**

County of Santa Clara Children's Shelter - San Jose, CA





October 2000 to May 2008

Typical Tasks

- Answers inquiries from callers or visitors, and refers them to the appropriate source of information following standard departmental policies and procedures;
- Photocopies documents, files and other materials according to established instructions and guidelines;
- Sets up and maintains control of files containing documents and folders by purging old files or archiving closed files, sorting and filing materials into folders, determining location of materials not in files, classifying materials by nature of subject or numerical order and preparing new folders in accordance with specific information;
- Searches for and pulls files, including contacting other offices to determine location of file, or retrieve file information from a computer system;
- Opens, collects, routes and distributes mail and/or office supplies; stuffs, seals, weighs letters and applies postage for outgoing delivery;
- Uses a keyboard to maintain a database for sorting and updating computer files; retrieves information from a computer using appropriate software applications, and prints reports or other materials as needed;
- Creates or updates labels, forms, cards, or requisitions, using a typewriter or keyboard; Operates a variety of standard office equipment (e.g., copy machine, computer terminal, typewriter, phone, fax, microfilm reader, etc.); performs simple equipment troubleshooting and maintenance on variety of office equipment;
- Performs other related duties as required

Office Clerk

County of Santa Clara Various Departments - San Jose, CA

August 2000 to October 2000

Under general supervision, to provide supportive services to department or office by performing a variety of routine and standardized clerical work within strict procedural guidelines with limited opportunities to exercise independent judgement.

**Education**

**GED**

Milpitas Adult ED - Milpitas, CA

May 2014 to February 2015

**Skills**

Microsoft Office (10+ years)



- 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
- B 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
- A 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
- B 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

90%

