



Name: Jennifer Jimenez

Taborca ID: 54889

Date of Hire: 12/2/2019

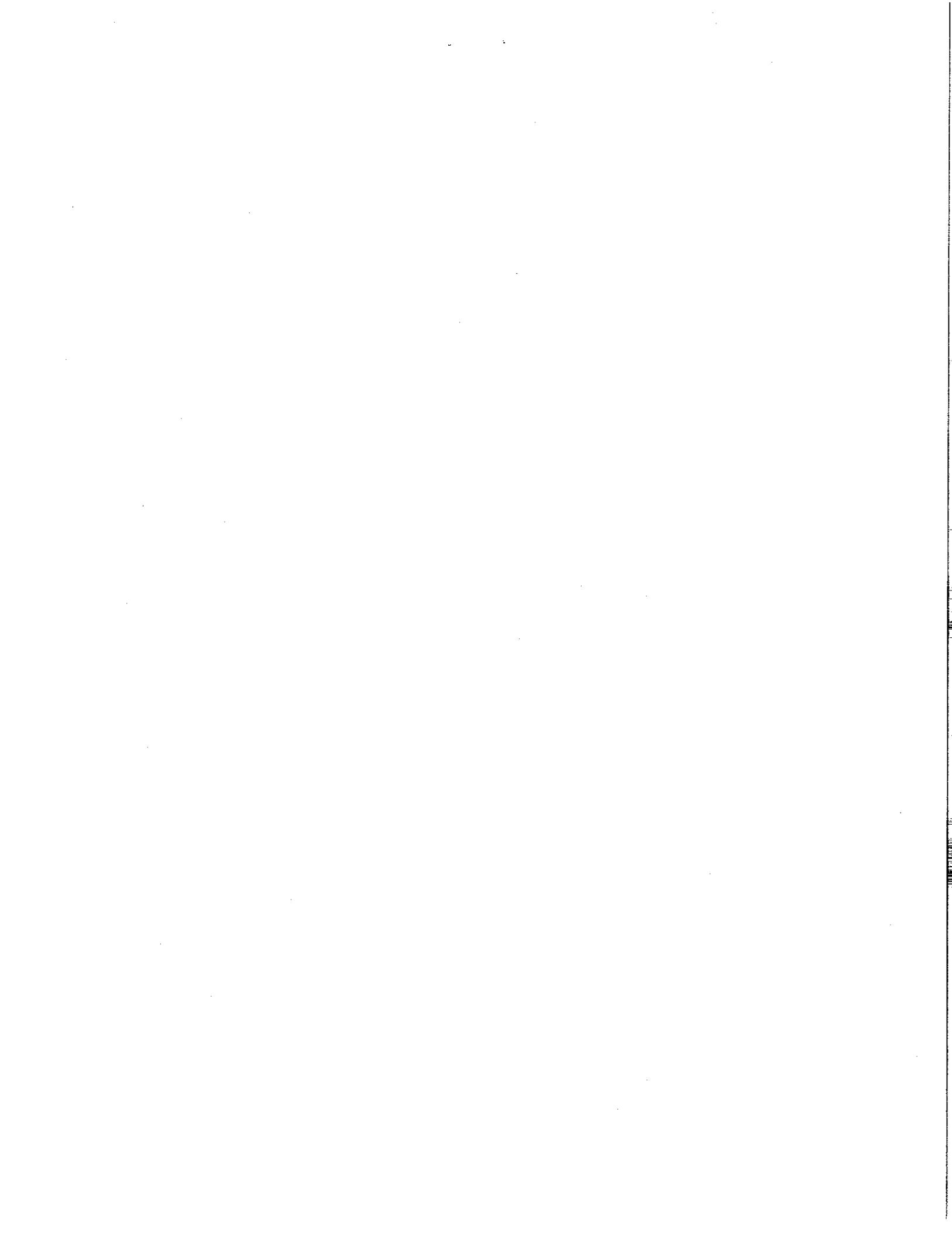
Date of Re-Act: / /

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

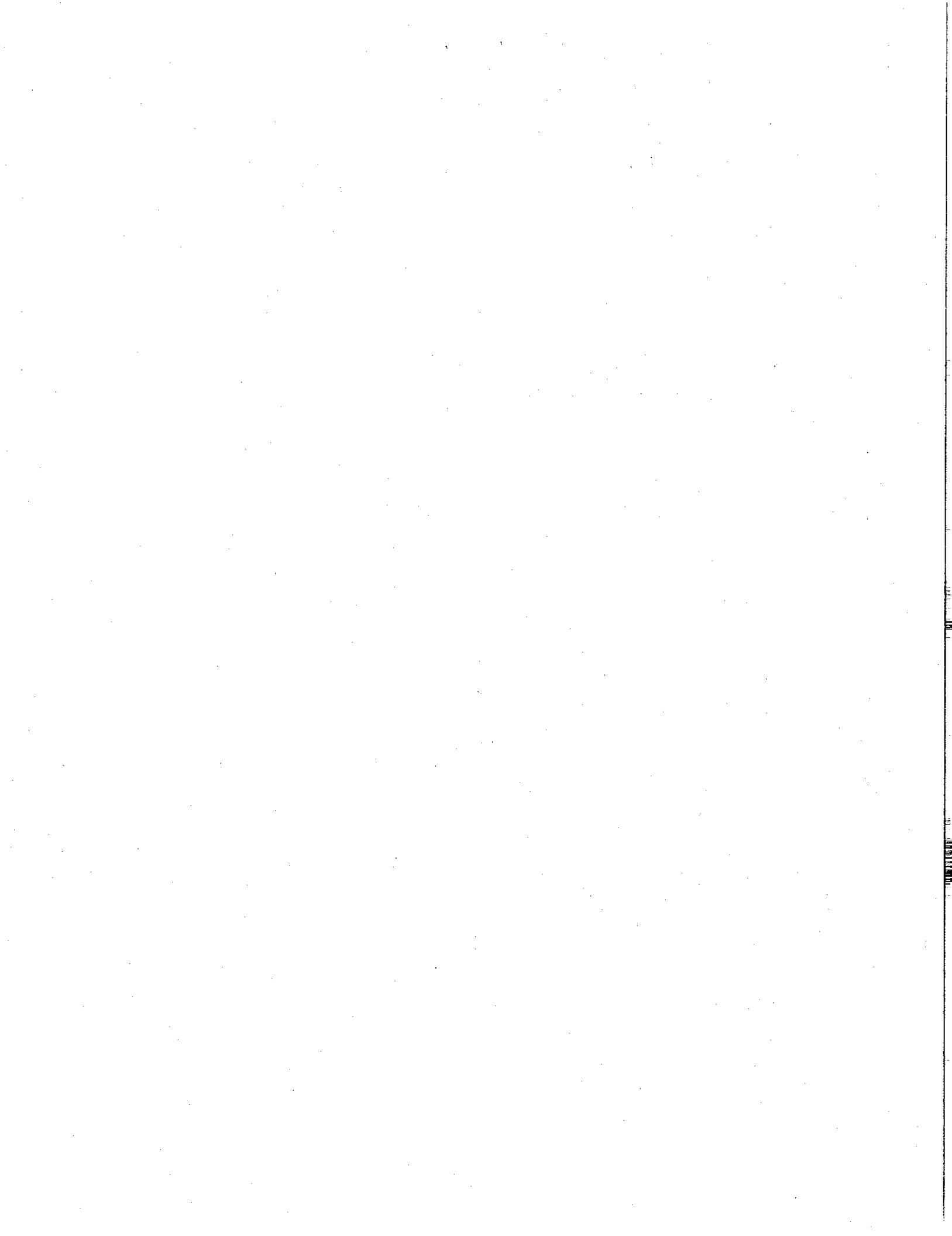
Applicant Information		Interviewer	
Name: Jennifer Jimenez		Interviewer: Ngoc Ho	
Date: 12/2/2019		Rate of Pay: \$20/hr FB only	
Position (s) Applied for: Dishwasher		Referred by: Karin Macias	

Test Scores						Seeking Full-Time
Server	/35	%	Bartender	/30	%	
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	9/10	90%	Housekeeping	/16	%	

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	
Carpooling		South Bay	
Certifications (if any)		Availability	
N/A		Open	
Uniforms Owned		Recommendations	
Bistro White	Chef Coat	Acrobat Academy	
Black Bistro	Chef Pants	Lead Academy	
Tuxedo	Knives	Other Languages Spoken	
1/2 Tuxedo	Black Pants	N/A	
Black Vest	Non-Slip Shoes		
Long Black Tie	Bow Tie		
Other:			



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 Mccas 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. 19

Are you able to perform the essential functions of the job for which you are applying? Yes No 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.)

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	NO
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	NO	<input checked="" type="checkbox"/>
Are you computer literate? If so, list software knowledge under "Special."	YES	NO	<input checked="" type="checkbox"/>
Are you proficient with Point of Sales Systems? If so, please list which ones under "Special."	YES	NO	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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 SF CA 95112

Type of Business nonprofit homeless Agency Telephone No. (408) 408 Supervisor's Name Swati Gharse

Your Position and Duties Resident Coordination, 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 HomeCare Telephone No. (408) 287-1660 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) 408 Supervisor's Name Melissa Staton

Your Position and Duties Overnight Care Coordinator, monitor Residents overnight, Ensure
Safety and Security Assist Clients with their needs

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

Reason for Leaving: Personal Issue

Name and Address of Employer ~~comcast~~ Provantage Corp Solutions

Type of Business Shipping & Recovery Telephone No. (408) 266-9517 Supervisor's Name Tanya Espanola

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: 20 yrs
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 Blanchly

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: Maintenance Tech II Relationship: Boyfriend Number of Years Acquainted: 10 years

Name: Karin Mairas Telephone No. (408) 985-3863

Address: work

Occupation: Facebook Relationship: Ex Coworker Number of Years Acquainted: 12 years

Please Read Carefully, Initial Each Paragraph and Sign Below

JR 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.

JR 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.

JF 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.

JF 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.

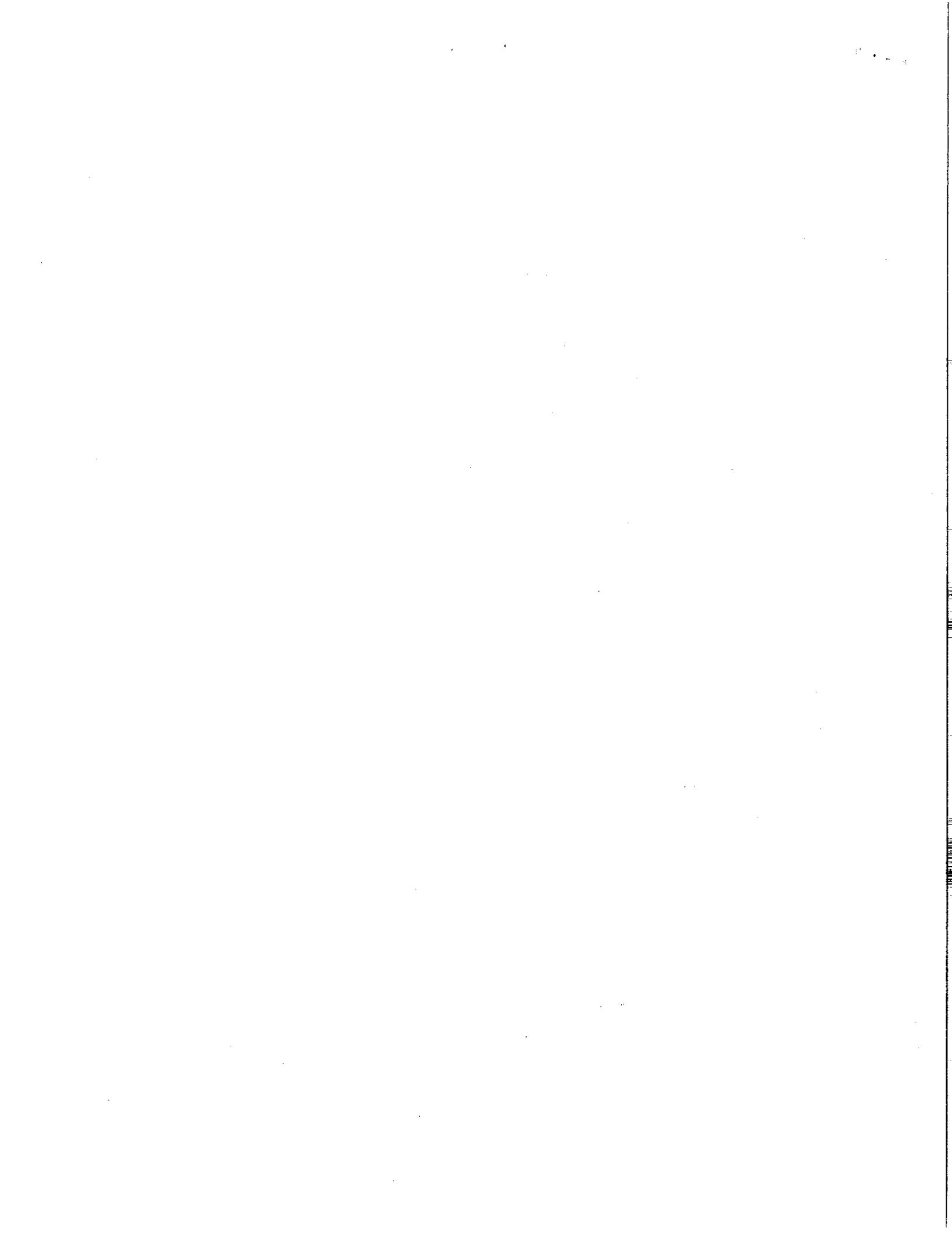
JF Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree 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

JF

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: Intego USA Inc. dba Intego 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)

Naomi H
(PRINT NAME of Employer representative)

Intego
(SIGNATURE of Employer Representative)

12/2/2019
(Date)

Jennifer Jimenez
(PRINT NAME of Employee)

J
(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.

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 Jimmorr 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.

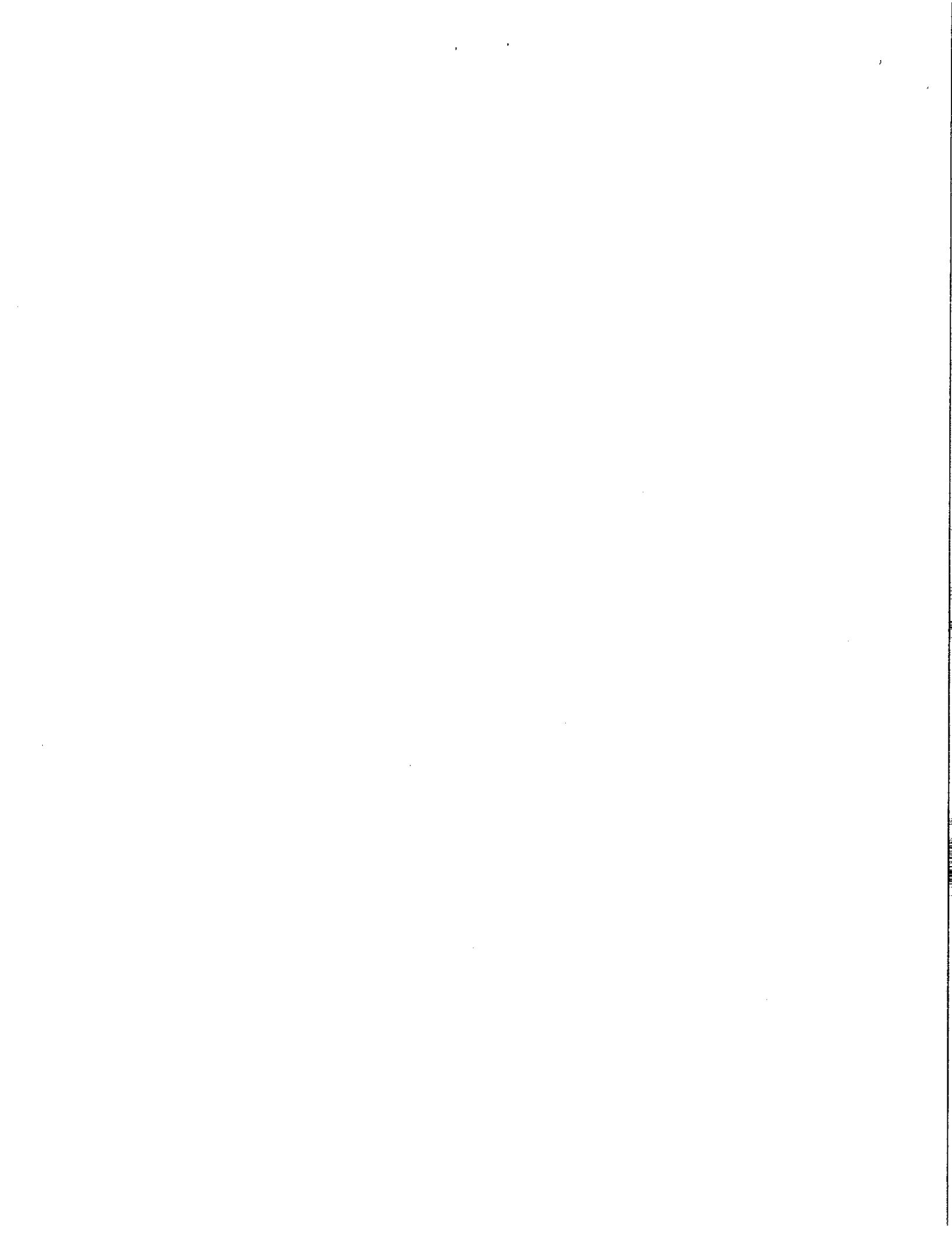
Work Experience

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

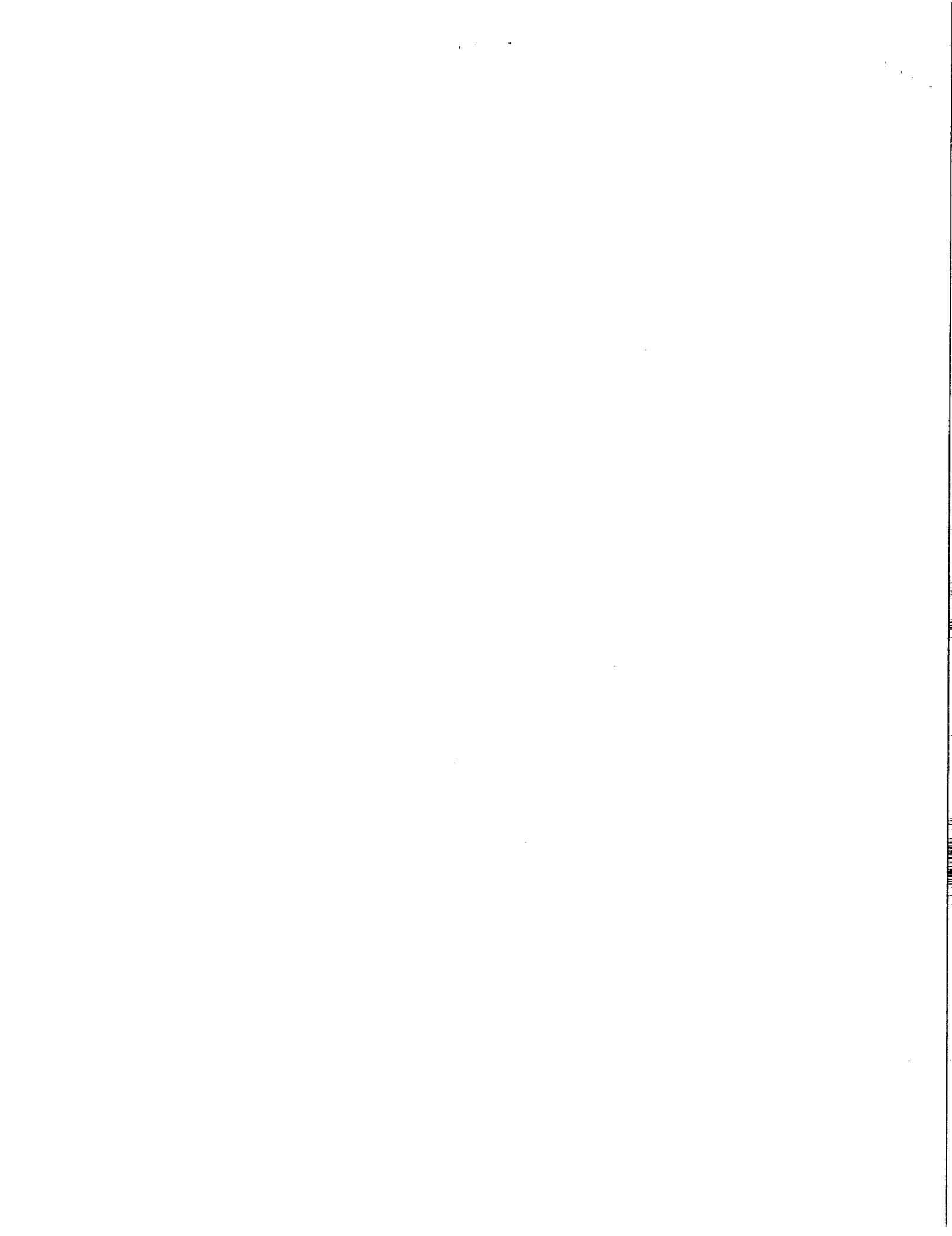
GED

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

90%

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, chafing 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

