

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Evelyn Barajas

Taborca ID: 55002

Date of Hire: 12/9/2019

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
General

Applicant Information	
Name: <u>Evelyn Barajas</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>12/9/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>Indeed</u>

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

Events

Relevant Experience & Summary of Strengths			
Total of <u>3yrs</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 hospital, does security so had to multi-task	Talk it out w/ co-workers then go to supervisor	Make sure to pay attention to their needs	Part-time security 16 hours a week

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

Transportation	Regions Available to work
<u>Public Transit</u>	<u>South Bay</u>
Certifications (if any)	Availability
<u>N/A</u>	<u>Available Full-Time</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>Spanish</u>	

Evelyn Barajas

Submission Date
December 3, 2019 15:39

First Name Evelyn

Last Name Barajas

E-mail Address evelyn.b_123@yahoo.com

Phone 4088354165

Address 828 Morse Ave.

Unit or Number 11

City, State Sunnyvale

Zip Code 94085

What region(s) are you applying to work within? San Jose

Which position(s) are you applying for? Barista Cashier

Are you applying for: Full-Time

When can you start? Dec 10, 2019

Can you work overtime? Yes

How did you hear about us? Google

What days/times can you work?
Select all that apply: Monday AM Monday PM Tuesday AM Tuesday PM Friday AM
Friday PM Saturday AM Saturday PM Sunday AM Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank) I will be taking a couple of days for Christmas Break.

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: 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. California

Are you able to perform the

HSS Security

990 S Broadway # 100, Denver, CO 80209

Type of Business

Security

Phone Number

1(303)603-3000

Your Position & Duties

Hospital Security Officer

-Patrolled the facility and served as a general security presence and visible deterrent to crime and rule infractions.

-Provided excellent customer service.

-Answered alarms and investigated disturbances.

-Issued security badges and visitor passes to all agents.

Date of Employment (from/to):

03/18-12/18

Reason for Leaving

Contract Swap with Security Company/Hospital

Still Employed:

No

Name and Address of Employer

Panera Bread Bakery
118 E El Camino Real, Sunnyvale, CA 94087

Type of Business

Food

Phone Number

1(408)530-8560

Your Position & Duties

Sales Associate, Cashier, Barista, Bakery Clerk, Shift Lead

-Greeted and connected with every customer, recommending drinks and pastries.

-Trained all new sales employees on effective techniques.

-Organized items in a visually appealing manner.

-Answered incoming telephone calls with professional and knowledgeable responses.

-Took Phone Orders.

-Resolved customer disputes with tact and professionalism.

-Correctly followed all health, safety and sanitation guidelines.

-Completed purchases with cash, credit, and debit payment methods.

-Provided expert product and service information.

Date of Employment (from/to):

02/13-11/14

Reason for Leaving

Better Opportunity

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

no

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

no

First Name

Angela

Last Name

Colon

E-mail Address angelaecolon@yahoo.com
Phone 14087185561
Relationship: Co Worker
Years Acquainted: 6
First Name Tyler
Last Name Polk
E-mail Address tylerpolk6661@gmail.com
Phone 14088355535
Relationship: Co Wroker
Years Acquainted: 4

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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):

Evelyn Barajas

Date:

Dec 3, 2019

Please Attach Resume Below

Newest Resume.docx



EVELYN BARAJAS

828 Morse Avenue Sunnyvale CA, 94085 | H: 408-835-4165 | evelyn_barajas@outlook.com

SUMMARY

Reliable and personable Security Officer with extensive experience in customer service oriented environments

SKILLS

- Fluent in Spanish
- Strong organizational skills
- Active listening skills
- Courteous demeanor
- Adaptive team player
- Observant
- High level of integrity
- Law enforcement background

EXPERIENCE

12/2018 to Current

Security Supervisor

Allied Universal Security Services – San Jose, CA

- De-escalating potentially violent situations.
- Supervised subordinate guards, instilling training and company procedures.
- Controlled access at the Hospital's Main Entrance and Emergency Room.
- Provided information to visitors.
- Maintained a reputation for customer service excellence.
- Worked with local and federal law enforcement agents to coordinate apprehensions.
- Prepared Incident and property damage reports.

03/2018 to 12/2018

Security Officer

HSS Security – San Jose, CA

- Answered phones, directing phone calls to proper personnel.
- Performed preventative patrols in assigned hospital areas and special detail at hospital and private functions.
- Maintained positive relations with visitors and hospital staff.
- Assisted with emergency situations including providing safe landing zones for helicopters.
- Escorting Flight Nurses/Critical Patients from Helipad to Emergency Ambulance Entrance.
- Warned persons of rule infractions or violations and evicted violators from premises.

01/2015 to 03/2018

Security Officer

Allied Universal Security Services – San Jose, CA

- Patrolled the facility and served as a general security presence and visible deterrent to crime and rule infractions.
- Provided excellent customer service.
- Answered alarms and investigated disturbances.
- Issued security badges and visitor passes to all guests.
- Documented all daily activities in D.A.R.

02/2013 to 11/2014

Sales Associate, Barista, Bakery Clerk

Panera Bread – Sunnyvale, CA

- Greeted and connected with every customer, recommending drinks and pastries.
- Trained all new sales employees on effective techniques.
- Organized items in visually appealing manner.

- Answered incoming telephone calls with professional and knowledgeable responses.
- Provided expert product and service information.
- Resolved customer disputes with tact and professionalism.
- Correctly followed all health, safety and sanitation guidelines.
- Completed purchases with cash, credit and debit payment methods.

02/2012 to 11/2014

Sales Associate

Rubio's Restaurants Inc. – Sunnyvale, CA

- Met incoming customers and provided immediate assistance.
- Worked flexible schedule to accommodate changing customer levels
- Communicated effectively with kitchen staff regarding customer allergies, dietary needs and other special requests.
- Recorded orders and partnered with team members to efficiently serve food and beverages.

EDUCATION AND TRAINING

2014

High School Diploma

Fremont High School – Sunnyvale, CA

CERTIFICATIONS

- CPI Certified Training in Self Defense

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Evelyn Barajas
Start Date: 12/9/2019

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:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 - requesting or using accrued sick days;
 - attempting to exercise the right to use accrued paid sick days;
 - filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 - 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

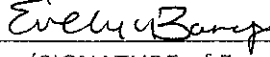
(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

12/9/2019
(Date)

Evelyn Bargas
(PRINT NAME of Employee)


(SIGNATURE of Employee)

12.09.19
(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.



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: Evelyn Banjas Date: 12.9.19

Signature: Evelyn Banjas

