

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Name: Gilbert Valdez

Taborca ID: 55010

Date of Hire: 12/10/2019

Date of Re-Act: / /

New employee set up

- | | |
|---|---|
| <ul style="list-style-type: none"><input checked="" type="checkbox"/> E-verify<input checked="" type="checkbox"/> Hire Right EE<input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs)<input type="checkbox"/> Direct Deposit (Scan to Payroll) and/or Global Cash Card — complete the form & have EE sign<input checked="" type="checkbox"/> Notice to Employee Completed | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Added to Orientation Time Sheet<input checked="" type="checkbox"/> Attended New Hire Orientation<input checked="" type="checkbox"/> Background Check<input checked="" type="checkbox"/> New Hire List (All fields)<input checked="" type="checkbox"/> Check Taborca Profile (All fields)<input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc)<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

1. Introduction

2. Methodology

3. Results

4. Discussion

5. Conclusion

Interview Note Sheet
General

Applicant Information	
Name: <u>Gilbert Valdez</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>12/10/2019</u>	Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>Indeed</u>

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

Reference Experience: Summary of Experiences			
Total of _____ 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:
-had to multi-task at Great America and Restaurant Depot Jobs	Communication and try to talk it through	Good Conversation and try to make them happy	

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

Transportation	Regions Available to Work
<u>Car</u>	<u>South</u>
Certifications (if any)	Availability
<u>N/A</u>	<u>Open</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>

☐ Chef Coat
☐ Chef Pants
☐ Knives
☐ Black Pants
☐ Non-Slip Shoes
☐ Bow Tie
☐ Cut Glove

Gilbert Valdez

Submission Date
December 7, 2019 12:57

First Name	Gilbert
Last Name	Valdez
E-mail Address	gilbertvaldez7533@gmail.com
Phone	408 693 1522
Address	110 Crocker dr
Unit or Number	10
City, State	San José California
Zip Code	95111
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	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 PM Tuesday PM Wednesday PM Thursday PM Friday AM Sunday PM
Have you ever applied to or worked for The Service Companies (TSC) before?	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
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Opportunity youth academy
City & State	San José california
Grade/Degree	12
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")	No
Are you proficient with Point of Sale systems? (If so, label which under "Special")	No
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	No
Are you currently employed?	No
Can we contact your current employer?	No
Name and Address of Employer	Restaurant depot 520 Brennan st
Type of Business	Cashier
Phone Number	4084320107
Your Position & Duties	Cashier / Floor Stocker
Date of Employment (from/to):	March 2019 - July 2019
Reason for Leaving	Family situation
Still Employed:	No
First Name	Caroline
Last Name	D
E-mail Address	caroline@conxion.com
Phone	4082252237
Relationship:	Case manager
Years Acquainted:	1
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	
(Checked box indicates acknowledgement)	

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 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 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.

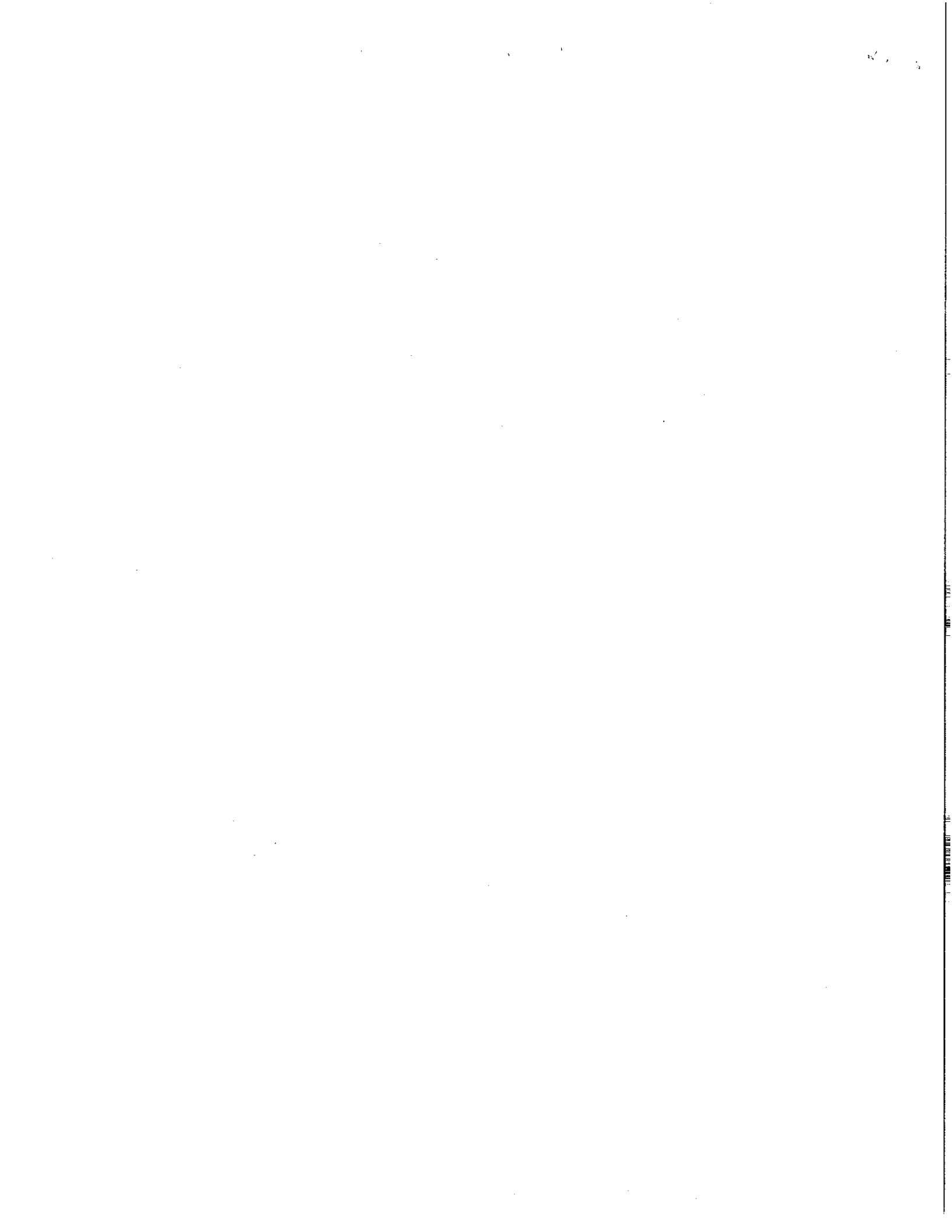
(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name): Gilbert

Date: Dec 7, 2019



Gilbert Valdez

San Jose, CA
gilbertvaldez89_mpa@indeedemail.com
4086931522

Authorized to work in the US for any employer

Work Experience

Cashier/Sales Associate/Customer Service/Stocker

Restaurant Depot - San Jose, CA
March 2019 to July 2019

Cashier/Sales Associate. Ensure correct amount of items in bulk for constant professional buyers.

Cashier and Sales Associate

Great America Amusement Park - San Jose, CA
March 2017 to July 2018

Cashier and Sales Associate , I was also a cook and prepared meals for customers.

Packaging and Shipping

4 wholesale - San Jose, CA

Received shipment , ensured correct brands and correct amounts. Wrapping to ensure stability , collect correct count and shipping.

Cashier

Ross - San Jose, CA
Cashier and store stocker.

Education

High school

Opportunity Youth Academy - San Jose, CA
December 2017 to January 2019

Skills

- Cash Register
- Customer Service
- Warehouse Experience
- Hard working
- Cooking
- Cash Handling

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Gilbert Valdez
Start Date: 12/19/2019

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)

12/10/2019

(Date)

Gilbert Valdez

(PRINT NAME of Employee)



(SIGNATURE of Employee)

12-10-19

(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.