

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Eduardo Acosta

Taborca ID: 55043

Date of Hire: 12/11/2019

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>Eduardo Acosta</u>			Interviewer: <u>Ngoc Ho</u>		
Date: <u>12/11/2019</u>			Rate of Pay: <u>\$19/hr</u>		
Position (s) Applied for: <u>Cashier/Concessions</u>			Referred by: <u>CL</u>		

  

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

Range of Experience Summary (0-5 months)			
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:
Multi-tasked at previous job at Helix Electric	Go to supervisor if can't resolve on own	Provide excellent service	

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

Transportation		Residence Available to work:	
<u>Car</u>		<u>South Bay</u>	
Certifications (if any)		Availability	
<u>N/A</u>		<u>Weekends open</u>	
Uniforms Owned		Recommendations:	Other Languages Spoken:
<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"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Cut Glove	<input type="checkbox"/> Acrobat Academy  <input type="checkbox"/> Lead Academy	<u>Spanish</u>

# Eduardo Acosta

Submission Date  
December 11, 2019 00:21

First Name	Eduardo
Last Name	Acosta
E-mail Address	eduardo_acosta93@yahoo.com
Phone	6693507099
Address	3890 Madeline dr
Unit or Number	House
City, State	San Jose ca
Zip Code	95127
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Cook    Busser    Barback    Housekeeper    Open
Are you applying for:	Part-Time
When can you start?	Dec 14, 2019
Can you work overtime?	Yes
How did you hear about us?	Google    Social Media
What days/times can you work? Select all that apply:	Friday PM    Saturday AM    Saturday PM    Sunday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	No
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	Independence high school
City & State	San Jose ca
Grade/Degree	High school diploma
Graduated?	Yes
Do you have any special licenses?	No

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 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):

Eduardo acosta

Date:

Dec 10, 2019

# Eduardo Acosta

San Jose, CA

eduardoacosta623\_fd3@indeedemail.com

4082307762

Authorized to work in the US for any employer

## Work Experience

### Pre-fab

Helix Electric - San Jose, CA

January 2019 to Present

set up material to get ship to field to be installed. Wire breaker panels , built panels.

### Sheet metal

West coast asm - San Jose, CA

October 2016 to December 2018

Help the journeyman with what ever they need help with.

### Warehouse Worker

Sunrun - San Jose, CA

January 2014 to October 2016

Help with inventory and restock the work trucks for the morning.

### Busser

Cheesecake Factory - San Jose, CA

January 2011 to September 2014

Help clean tables for the new guest to eat and help with what ever I was told to.

## Education

### High school

Independence High School - San Jose, CA

August 2007 to September 2011

## Skills

- Can drive forklift.work with tools . (3 years)
- Ductwork
- Sheetmetal
- Sheet Metal

## Additional Information



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:

Eduardo Acosta

Date:

12/11/19

Signature:

Eduardo Acosta