



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 Nichole Stephanie Hair Date: 12/10/19
Home Telephone () _____ Other Telephone (707) 389 9777
Present Address 374 Crocker Avenue Daly City, Ca 94014
Permanent Address, if different from present address: _____
Email Address Nicholehair9@gmail.com

EMPLOYMENT DESIRED

Position applying for: Food Prep Salary desired \$20.00 an hour
Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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 Andrew Mikal 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?
ASAP

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
	<u>6:00pm +0 10:00pm</u>						<u>5:00pm +0 10:00pm</u>
AM		<u>7:00</u>	<u>7:00</u>				
PM		<u>11:00</u>	<u>11:00</u>				
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>1/9/20, TBA</u>							

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ___ No X If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes ___ No X If yes, please state name and relationship Andrew Mikal friend

If hired, would you have a reliable means of transportation to and from work? Yes X No ___

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
Street - tech	San Pablo, CA	Certificate	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		<u>YES</u>	NO
Are you computer literate? If so, list software knowledge under "Special."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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."		<u>YES</u>	NO
Special: <u>Computer Apprenticeship training, I have a lot of customer service experience, Barista experience food services experience</u>			

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 (Dane Desusic) 120 Brannan St. SE
Bayside Market

Type of Business Deli/Market Telephone No. (415) 227-0151 Supervisor's Name Matthew

Your Position and Duties Cashier: I assist customers, help stock shelves,
operate the register, attend to my daily duties
Answer phone

Dates of Employment: From 11/28/17 To present

Reason for Leaving: I still work there

Name and Address of Employer Noah's Bagels 2075 Chestnut St. SE 94123

Type of Business Bagel Shop Telephone No. 415 775 2910 Supervisor's Name Regina Joe

Your Position and Duties Shift Leader, Close & open store, count drawers &
scale, prepare food, assist customers, make bank deposits

Dates of Employment: From 4/1/17 To 11/7/17

Reason for Leaving: presented a two weeks notice and quit because
the job became too stressful so I found another job

Name and Address of Employer I Hop Pinole

Type of Business Restaurant Telephone No. () Supervisor's Name

Your Position and Duties Hostess: greeted customers, performed excellent
customer services, answered phones, took to go orders,
ensured a quality dining experience

Dates of Employment: From To

Reason for Leaving: enrolled in school

Name and Address of Employer Taco Bell Pittsburg, Ca 94505

Type of Business Fast Food Telephone No. () Supervisor's Name Carrie

Your Position and Duties drive thru, cashier, food prep,
customer service

Dates of Employment: From 4/1/2020 to 7-5-20

Reason for Leaving: I got a better job offer

Have you ever been fired from any previous place of employment? If so, please explain: The commute was too far away for me to make it on time I was using public transportation

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: Jorge Fox Telephone No. (408) 438-5857
Address _____
Occupation: Software engineer Relationship: friend Number of Years Acquainted: 1

Name: Joanna Fox Telephone No. (408) 438-4484
Address _____
Occupation: Restaurant manager Relationship: friend Number of Years Acquainted: 1

Name: Tony Rivas Telephone No. (415) 635 9819
Address _____
Occupation: Delivery truck driver Relationship: friend / past supervisor Number of Years Acquainted: 2

Jennifer Leebert 2 415 990 1566
store manager friend / past supervisor 2 years

Please Read Carefully, Initial Each Paragraph and Sign Below

NH

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.

NH

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.

NH

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.

NH

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.

NH

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

Nicholas L. Miller

Date

12-10-19

NOTICE TO EMPLOYEE
Labor Code section 2810.5

Employee Name: Nichole Hair

Start Date: 12/18/19

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:

303 Hegenberger Road Suite 300, Oakland, CA. 94621

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: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

Rate(s) of Pay: Cashier \$16.50 Overtime Rate(s) of Pay: \$24.75

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

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: _____

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

Sarah Maglio

(PRINT NAME of Employer representative)

[Signature]

(SIGNATURE of Employer Representative)

12/18/19

(Date)

(PRINT NAME of Employee)

(SIGNATURE of Employee)

(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.

Interview Note Sheet
General

Applicant Information	
Name: <u>Nichole Hair</u>	Interviewer: <u>Rebecca</u>
Date: <u>12/11/2019</u>	Rate of Pay: <u>Cashier \$16.50</u>
Position (s) Applied for: <u>Cashier</u> Prep	Referred by: <u>Referral - Andrew Mikal</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	<u>5</u> 10	<u>25</u> %	Barista	/10	%
Grill Cook	/40	%	Cashier	<u>12</u> 10	<u>80</u> %
Dishwasher	/10	%	Housekeeping	/16	%

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

Relevant Experience & Summary of Strengths			
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
	<u>*NO cause a scene in front of customers.</u>		<u>Dayside Market - SF CA (2017-present) - Cashier</u>

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

Transportation	
<u>• Lives in Daly City</u> <u>• Public Transportation</u>	
Certifications (if any)	
Uniforms Owned:	
<input checked="" type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat
<input checked="" type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants
<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives
<input type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Pants
<input type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes <u>12/11/19</u>
<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie
Other: _____	

Regions Available to work:	
<u>• SF</u>	
Availability	
<u>• Sun - 6 pm - midnight</u> <u>• Sat - 5 pm - midnight</u> <u>• Mon-Tues - 7 am - midnight</u>	
Recommendations:	Other Languages Spoken:
<u>Acrobat Academy</u>	
<u>Lead Academy</u>	

Cashier Test

Score 12 / 15

80%

- B 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- a 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- d 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00
- C 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- ✓ 6) What is the current sales tax rate in your city 6%?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06
- b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50
- d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00
- a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

a

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

a

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? California ID

15) How many \$20 bills are in a bank band? _____

Multiple Choice (1 point each)

25%

- _____ 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - ☒ d. 128
- _____ 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - ☒ c. Salad Greens
 - d. Spices
- c 3) What does the term braise mean?
- a. Sear quickly on both sides
 - ☒ b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- b 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- c 5) How do you blanch vegetables?
- ☒ a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- c 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- _____ 7) What is Al Dente?
- ☒ a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- a 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - ☒ c. 4 hours
 - d. 5 hours

Prep Cooks Test

- _____ 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - b. In a sink with cold water
 - c. ☒ On the counter
 - d. In the microwave
- C 10) Which of the following can you use to put out a grease fire?
- a. ☒ Baking Soda
 - b. ☒ Baking Powder
 - c. Flour
 - d. Water
- _____ 11) What is the temperature range of the danger zone?
- a. 25-135
 - b. ☒ 40-140
 - c. ☒ 50-160
 - d. 30-130
- d 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - d. Mince, dice, chop
- d 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - c. ☒ Turned towards the right or left at all times
 - d. Over the countertop at all times
- c 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - c. Liquid
 - d. ☒ Oil
- d 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - b. ☒ Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- b 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - b. ☒ Sauté
 - c. Broil
 - d. Boil
 - e. Fry

Prep Cooks Test

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) _____ & _____ are the basic seasoning ingredients for all savory recipes.

20) _____: to cut into very small pieces when uniformity of size and shape is not important.

