



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.

Full Name Lisa Renee Moody Date: 12/13/19
Home Telephone (510) 696-0275 Other Telephone (510) 434-8993
Present Address 111 Taylor St
Permanent Address, if different from present address: Same
Email Address Lisa Moody 812@gmail.com

Position applying for: Cook / Prep Cook Salary desired: 16.25
Are you currently registered with any staffing and/or employment agencies? If so, please list
None
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 CFO 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?

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.

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM	<u>6-2pm</u>	<u>6-2pm</u>	<u>6-2pm</u>	<u>6-2pm</u>	<u>6-2pm</u>	<u>6-2pm</u>	<u>6-2pm</u>
PM	<u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: NO

opening
opening

RELEVANT 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 _____

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.

Are you able to perform the essential functions of the job for which you are applying? Yes 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?
McClymond High	OAKLAND, Ca	12th	NO
Do you have any special licenses, certificates or special training? If so please list under "Special". <i>Construction, Nursing</i>		YES	NO
Are you computer literate? If so, list software knowledge under "Special." <i>Basic</i>		YES	NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		YES	NO
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." <i>Catering Cooker</i>		YES	NO
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 FCI Construction 2570 San Ramon Valley Blvd

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

Your Position and Duties Carpenter, installed insulation wall
Back wall, Concrete

Dates of Employment: From 9-16 To Feb 19

Reason for Leaving: Relocated

Name and Address of Employer Pearlie Catering 4214 Bancroft Ave

Type of Business Catering Telephone No. () Supervisor's Name Mrs. Pearlie

Your Position and Duties COOK / prep COOK Slice vegetables in different styles
Julienne cubes, marinades all meat items according to prep guidelines

Dates of Employment: From 12/09 To 7/16

Reason for Leaving: Out of Business

Name and Address of Employer Winterland, San Leandro, CA

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

Your Position and Duties monitoring daily operations of warehouse and
video production, keeping track of inventory and schedules for delivery

Dates of Employment: From 12/95 To 3/1998

Reason for Leaving: Move out state

Name and Address of Employer Clinton Villages, OAKLAND, CA

Type of Business Nursing Home Telephone No. () Supervisor's Name Unknown

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No

If so, describe: _____

WORK RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Theresa De Lu Cruz Telephone No. (415) 369-3050
Address 151 Sixth Street, San Francisco
Occupation: Employment Relationship: Friend Number of Years Acquainted: 5 yr
case manager

Name: Misha Pickett Telephone No. (925) 702-6269
Address 1362 62 Ave OAKLAND, CA
Occupation: Security Guard Relationship: Friend Number of Years Acquainted: 15 yr

Name: Jasmine Wheatfall Telephone No. (415) 346-9769
Address 111 Taylor st, San Francisco
Occupation: case manager Relationship: Friend Number of Years Acquainted: 1 yr

Please Read Carefully, Initial Each Paragraph and Sign Below

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.

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.

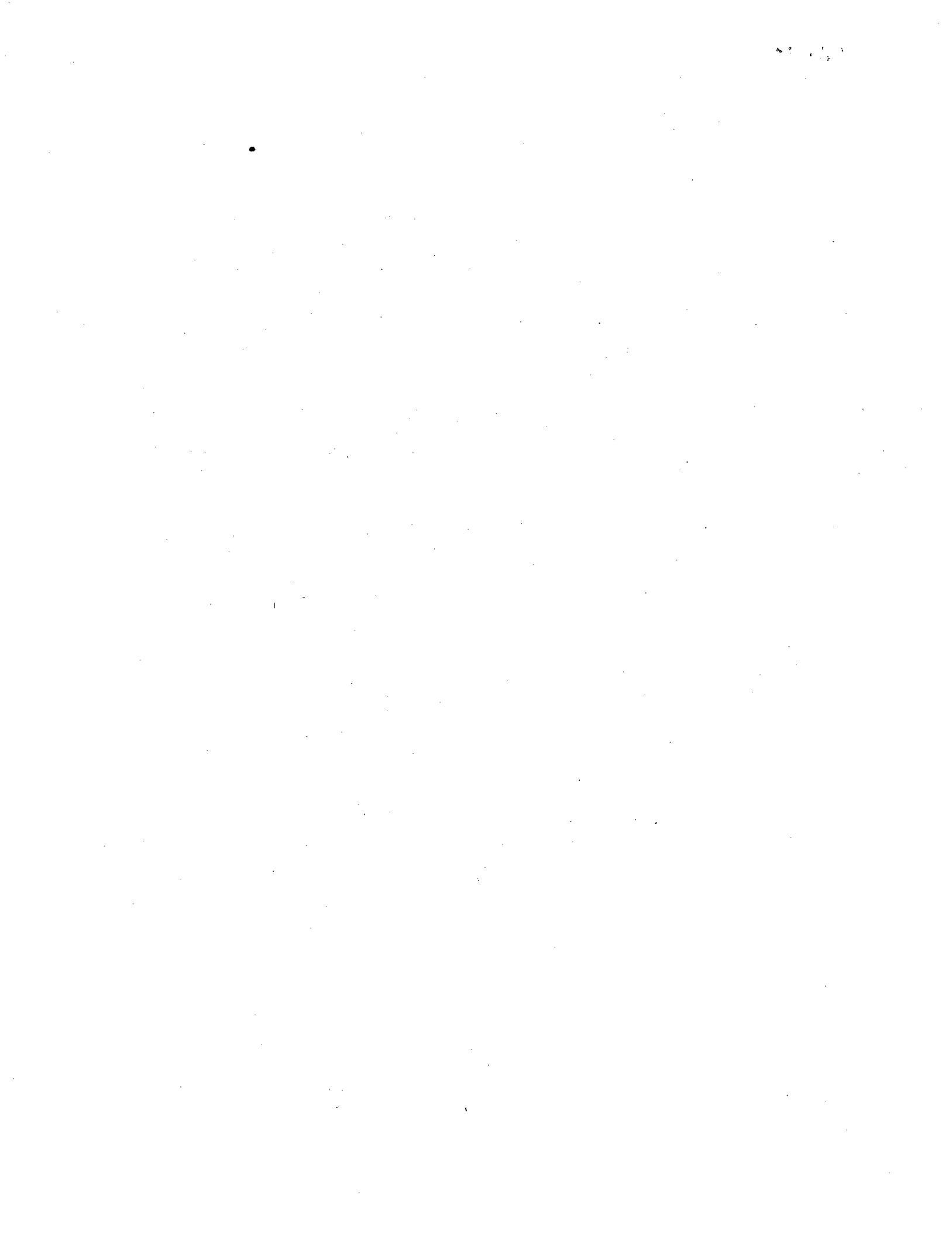
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

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.

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 _____ Date _____



NOTICE TO EMPLOYEE*Labor Code section 2810.5*

Employee Name: Lisa Moody
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: PREP \$ 16.00 Overtime Rate(s) of Pay: \$ 24.00

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):_____

Sarah magnu

(PRINT NAME of Employer representative)

Sig

(SIGNATURE of Employer Representative)

12/18/19
(Date)

Lisa Moody

(PRINT NAME of Employee)

Lisa Moody

(SIGNATURE of Employee)

12/18/19
(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.

Interview Note Sheet

General

Applicant Information	
Name: <u>LISA Renée Moody</u>	Interviewer: <u>Rebekah</u>
Date: <u>12/13/19</u>	Rate of Pay: <u>Prep Cook \$16.00</u>
Position(s) Applied for: <u>PREP COOK</u>	Referred by: <u>Referral - Geo Group</u>

Test Scores						
Server	/35	%	Bartender	/30	%	
Prep Cook	10	20	50	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	

Seeking:
 Full-Time
 Part-Time

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
Relevant situations which you have handled difficult situations	How do you handle a difficult situation/argument with a customer?	What do you consider your greatest strength?	Notes
<ul style="list-style-type: none"> pearlie catering Help coworkers 	<ul style="list-style-type: none"> See supervisor Prevent conflict Don't want to argue at work 		<ul style="list-style-type: none"> knife skills 7/10

P.O.S. Experience: Y / N details:		Regions Available to work:	
Transportation		Availability	
<ul style="list-style-type: none"> lives in SF Public Transportation 		<ul style="list-style-type: none"> SF 	
Certifications (if any)		Other Languages Spoken:	
Uniforms Owned:		Recommendations:	
Bistro White Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Other:		Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie	
		Acrobat Academy Lead Academy	

Prep Cooks Test

Score 10 / 20
50%

Multiple Choice (1 point each)

- 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
- 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
- 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
- 5) How do you blanche 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
- 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
- 8) Food should be left out no more than
a. 2 hours
b. 3 hours
c. 4 hours
d. 5 hours

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

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

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

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

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

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) Herbs & Spices are the basic seasoning ingredients for all savory recipes.

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

