

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Thai Nguyen

Taborca ID: 55224

Date of Hire: 12/24/2019

Date of Re-Act: / /

New employee set up

- | | |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> E-verify | <input checked="" type="checkbox"/> Added to Orientation Time Sheet |
| <input checked="" type="checkbox"/> Hire Right EE | <input checked="" type="checkbox"/> Attended New Hire Orientation |
| <input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs) | <input checked="" type="checkbox"/> Background Check |
| <input type="checkbox"/> Direct Deposit (Scan to Payroll) and/or | <input checked="" type="checkbox"/> New Hire List (All fields) |
| <input type="checkbox"/> Global Cash Card - complete the form & | <input checked="" type="checkbox"/> Check Taborca Profile (All fields) |
| <input type="checkbox"/> have EE sign | <input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input checked="" type="checkbox"/> Notice to Employee Completed | <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

Interview Note Sheet
General

Applicant Information	
Name: <u>Thai Nguyen</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>12/24/2019</u>	Rate of Pay: <u>18.9/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>Indeed</u>

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

Relevant Experience & Summary of Sample Questions			
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:
Has to multi-task at current job at Ikea	Talk to supervisor	Provide good service	

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

Transportation	Reasons Available to work:
<u>Car</u>	<u>South Bay</u>
Certifications (if any):	Availability:
<u>N/A</u>	<u>Open for whole day Thursday and Fridays</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>Vietnamese</u>	

Thai Nguyen

Warehouse Specialist

Santa Clara, CA 95051

thainguyen728_wh2@indeedemail.com

408-621-7490

A dependable warehouse person experienced from small to large operations. Over 10 years with in-depth knowledge of material handling functions, and shipping receiving.

Authorized to work in the US for any employer

Work Experience

Prep and Flow CoWorker 2

IKEA - East Palo Alto, CA

February 2019 to Present

- Receives and ships inbound or outbound freight to ensure inventory accuracy
- Replenishes goods to self-serve area and sales floor.
- Selects goods for customers quickly, securely, and accurately in order to meet delivery and multi-channel service standards.
- Uses technology to manage inventory while following policies and procedures.

Fabrication Technician

Habasit America- Suwanee, GA

December 2016 to January 2019

- Identify belts, cutting belt using machinery and knowledge units of measurements on both standard and metric.
 - Lacing all belts in specific to kinds, size of laces according to paperworks and customers.
- Maintain area and help other departments.

Warehouse Specialist

Uline - Buford, GA

February 2011 to December 2015

- Accurately pick, pack orders according to invoice using the right tools and equipment. Verify and receive shipments and properly stock in right locations.
- Safety load and unloading to appointed trailers following by labels and codes. No errors put away stocking consistently for a long period of time.

Shipping Clerk

Beta Shim - Shelton, CT

May 2005 to 2011

- Examine contents and accurate prepare, wrap, and process orders according to packing slips.
- Determine shipping methods for materials using knowledge of shipping procedures. Coordinate between QA, QC to ensure packages are shipped with all necessary documents.
- Drive Company vehicle to delivery and pick up materials and finished products on regular basis.

- Recognized consistently from Managers, Vice President of operation for doing a job well done (recommendation letter with VP's signature).

Education

Small Business Management

Housatonic Community

February 2010

Skills

- Knowledge to fluently how to perform most forklifts. Familiar with word processing, excel, and perform work accuracy.
- Forklift
- Order Puller
- Shipping
- Unloading
- Warehouse Associate
- Shipping Receiving
- Picker Packer
- Loading

Awards

Dean list

February 2010

February 4, 2010

Thai K Nguyen
134 Atlantic St
Bridgeport, CT 06604

Dear Thai:

I am writing to confirm that your academic performance during the Fall 2009 semester places you on the Dean's List. You now have earned a place on the permanent roster of students with distinguished performances at Housatonic Community College. Congratulations! We are proud of you and we recognize that students like you contribute in special ways to this College. It is a very worthwhile accomplishment to have become one of the best students at HCC.

I send you my best wishes for the future, and my hopes that your recent success will be followed by a lifetime of equally satisfying accomplishments.

Sincerely,

Elizabeth G. Roop
Academic Dean

Certifications/Licenses

Recommendation letter from a former Employer.

Beta Shim Company
11 Progress Drive, Shelton, CT 06484
Phone: 203-926-1150 Fax: 203-929-5509
<http://betashim.com>

To Whom It May Concern:

Thai Nguyen has been a full time employee at Beta Shim since 2005. During this time he has been a conscientious, dedicated employee. His responsibilities encompassed all facets of shipping, and as our list of customers grew, so did Thai's ability to handle large workloads. Additionally, as customer's requirements called for specific paperwork, Thai took it upon himself to familiarize himself with each customers' needs to ship product in a timely and efficient manner. There are many instances that urgent requirements arise and Thai handle them all efficiently and professionally.

Thai is an esteemed employee and will be difficult to replace. I have absolutely no doubt that Thai will be a valuable addition to any company, large or small. His ability to work both independently as well as with others as part of a team and his dedication are evident throughout each day.

Please feel free to contact me if you have any questions.

Sincerely,

Mark L. Lovallo
Vice President - Operations

Thai Nguyen

Submission Date
December 20, 2019 17:41

First Name Thai

Last Name Nguyen

E-mail Address smiley4082002@yahoo.com

Phone 408-621-7490

Address 2901 Benton St.

Unit or Number N/A

City, State Santa Clara

Zip Code 95051

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

Which position(s) are you applying for? Cook Server Barback

Are you applying for: Part-Time

When can you start? Jan 2, 2020

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 AM
Thursday PM	Friday AM	Friday PM	Saturday PM
			Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank) A week vacation in June.

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. USA-CA

Are you able to perform the essential functions of the job for which you are applying? Yes

Name of School Housatonic Community College

City & State	Bridgeport, CT
Grade/Degree	3.5/ Associate
Graduated?	No
Do you have any special licenses? (If so, label under "Special")	No
Are you computer literate? (If so, label which programs under "Special")	Yes
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")	Yes
Special:	Have worked at restaurants around 1 year.
Are you currently employed?	Yes
Can we contact your current employer?	Yes
Name and Address of Employer	Ikea 1700 Bayshore Rd. East Palo Alto, CA 94303
Type of Business	Retail
Phone Number	888-888-4532
Your Position & Duties	Prep and Flow Please see resume.
Date of Employment (from/to):	02/14/2019- Present
Reason for Leaving	Not leaving.
Still Employed:	Yes
Name and Address of Employer	Habasit
Type of Business	Manufacturing
Phone Number	678-288-3600
Your Position & Duties	Please see resume.
Date of Employment (from/to):	12/5/2016-1/25/2019
Reason for Leaving	Moved to California to help mom.
Still Employed:	No
Name and Address of Employer	Uline 1770 Satellite BLVD Buford, GA 30518
Type of Business	Retail
Phone Number	800-295-5510
Your Position & Duties	Please see resume.
Date of Employment (from/to):	2/14/2011-12/1/2015
Reason for Leaving	Went to work in different business.

Still Employed: No

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: N/A

First Name Mark

Last Name Lovallo

E-mail Address mlovallo@betashim.com

Phone 203-585-9200

Relationship: Former Manager

Years Acquainted: 14

First Name Scott

Last Name Richardson

Phone 770-655-9369

Relationship: Former Supervisor

Years Acquainted: 2

First Name N/A

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 (Checked box indicates acknowledgement)

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):

Thai Nguyen

Date:

Dec 20, 2019

Please Attach Resume Below

Thai-Nguyen (2).pdf



NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Thai Nguyen
Start Date: 12/24/2019

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: The Service Companies - Acrobat Outsourcing
Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126
Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126
Telephone Number: (408) 844-0772

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:

- 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

(Optional)

Ngoc Ho
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

12/24/2019
(Date)

Thao NGUYEN
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

12/24/19
(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:

THAI NGUYEN

Date:

12/24/19

Signature:

A handwritten signature in black ink, appearing to read "Thai Nguyen", written over a horizontal line.

