

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Jeffrey Espinoza

Taborca ID: 55317

Date of Hire: 1/3/2020

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>Jeffrey Espinoza</u>	Interviewer: <u>Ngoc</u>
Date: <u>1/3/2020</u>	Rate of Pay: <u>\$19</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>Indeed</u>

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

Previous Experience & Summary of 5 Workdays			
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:
Worked at restaurant and had to multi-task	Bring it up w/ supervisor	Make sure customer's request is met	

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

Transportation	Where Available to Work
<u>Car</u>	<u>South Bay</u>
Restrictions (if any)	Availability
<u>N/A</u>	<u>Open</u>
Uniforms/Tools	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
<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"/> Other: _____

**Jeffrey
Espinoza**

Submission Date
January 3, 2020 14:45

First Name Jeffrey
Last Name Espinoza
E-mail Address espinozajeffrey94@gmail.com
Phone 831-202-7051
Address 1359 Torona Way
Unit or Number N/a
City, State Salinas
Zip Code 93905
What region(s) are you applying to work within? San Jose
Which position(s) are you applying for? Cook Busser Dishwasher
Are you applying for: Full-Time
When can you start? Jan 3, 2020
Can you work overtime? Yes
How did you hear about us? Craigslist
What days/times can you work? Select all that apply:
Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM
Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM
Sunday 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 Heald College
City & State Salinas, CA
Grade/Degree none
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") 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") Yes
Special: I have experience as a cook and dishwasher
Are you currently employed? No
Can we contact your current employer? Yes
Name and Address of Employer Pasadera country club
Type of Business Golf course
Phone Number 831-647-2400
Your Position & Duties Greenskeeper

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.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name):

Jeffrey Espinoza

Date:

Jan 3, 2020

Please Attach Resume Below

Indeed Jobs - Jan 3, 2020 at 12_38.pdf



Jeffrey Espinoza

Salinas, CA

jeffreyespinoza44_5po@indeedemail.com

8312027051

Authorized to work in the US for any employer

Work Experience

Greenskeeper

Pasadera Country Club - Monterey, CA

May 2019 to July 2019

- Preparing and maintaining golf course greens, fairways and other surfaces
- Installing and repairing irrigation systems
- Operating and maintaining greenskeeping equipment
- Performing pest control, pruning, and mowing

Landscaper

Wallace Commercial Landscaping - Monterey, CA

January 2019 to May 2019

- operating all ground and gardening equipment safely and efficiently
- overseeing general appearance and health of garden plants and trees
- performing routine lawn and grounds maintenance tasks on a regular basis
- assisting with training and coaching new landscaping staff
- applying pesticides and ground fertilizers to grounds and lawns
- planting new trees and trimming branches from existing ones
- planting garden support stakes and installing wire mesh fencing
- adhering to predetermined landscaping designs in all maintenance tasks
- working as part of a team
- following rules and guidelines for working at naval base job site

Ground Worker

West Coast Arborists, Inc. - Santa Clara, CA

January 2018 to November 2018

- assist aerial workers and ground crew members in all aspects of tree care and removal
- keep job site safe and organized, rake and clean up the site
- be able to work without direct supervision
- drive trucks with trailers, including daily safety inspection before and after operating
- operate equipment including chainsaw, chipper, tractor, skid steer, spray rig, backpack sprayer, leaf blower, etc.
- periodic maintenance repair of equipment
- work safely and comply with company policies and regulations for tree care operations, including wearing all appropriate personal protective equipment as provided by company

Dishwasher and Fry Cook

Red Lobster - Salinas, CA

November 2017 to May 2018

- food preparation
- using frying techniques and adhering to designated cooking methods to ensure all items placed on orders are consistently presented within time frame provided
- assist with cleaning, sanitation, and organization of the kitchen, walk-in coolers, and all storage areas
- perform additional responsibilities as requested by master chef and kitchen manager
- following all food handling and safety guidelines and regulations
- prepare used dishes and place into dish washing equipment
- hand-washing
- check washed dishes for total cleanliness and rewash if needed
- move washed dishes and flatware to storage locations and stack securely
- clean and maintains cook wear and utensils
- assist with kitchen preparations as needed

Education

Some college

Skills

- Mowing
- Landscaping
- Lawn Care
- Property Maintenance

Certifications and Licenses

Driver's License

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Jeffrey Espinoza
Start Date: 1/3/2020

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)

1/3/2019

(Date)

Jeffrey Espinoza

(PRINT NAME of Employee)

[Signature]

(SIGNATURE of Employee)

1-3-20

(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.

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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: Jeffrey Espinoza Date: 1-3-20

Signature: 

