

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Krizia Mae Azarcon

Taborca ID: 55388

Date of Hire: 1/8/2020

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>Krizia Azarcon</u>	Interviewer: <u>Ngoc</u>
Date: <u>1/8/2020</u>	Rate of Pay: <u>\$15/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>	Referred by: <u>Indeed</u>

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

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:
Currently working at Target season 80 a lot of pressure from customers	Notify supervisor	Make sure customers are happy	

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

Transportation	Residence Available/Working
<u>Car</u>	<u>South Bay</u>
Qualifications Training	Availability
<u>N/A</u>	<u>Open</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"/> 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
	Other Languages Spoken:

Krizia Mae
Azarcon

Submission Date
January 6, 2020 16:04

First Name	Krizia Mae
Last Name	Azarcon
E-mail Address	kmazarcon@gmail.com
Phone	4088028985
Address	758 CREEKLAND CIRCLE
Unit or Number	n/a
City, State	SAN JOSE
Zip Code	95133
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	cashier
Are you applying for:	Part-Time
When can you start?	Jan 13, 2020
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work? Select all that apply:	Tuesday AM Tuesday PM Wednesday AM Wednesday PM Friday AM Sunday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	yes
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	San Jose State University
City & State	San Jose California
Grade/Degree	Bachelors of Science in Kinesiology
Graduated?	Yes
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")	Yes
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes
Special:	I worked in retail for more than 5 years with a high level of experience in Cashier handling and training associates. I was a division Advisor who assisted in being Manager on duty, sent out emails and did work order for my company.
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	Target, 533 Coleman Ave, San Jose, CA 95110
Type of Business	product handling
Phone Number	(408) 346-2022

Your Position & Duties	Salesfloor customer service and restock items on the salesfloor
Date of Employment (from/to):	08/2019 - 11/2019
Reason for Leaving	Temporary/Seasonal worker
Still Employed:	No
Name and Address of Employer	Panda Express 1704 Oakland Rd, San Jose, CA 95131
Type of Business	food
Phone Number	(408) 436-8261
Your Position & Duties	Correctly received orders, processed payments, upsold additional menu items, and responded appropriately to guest concerns.
Date of Employment (from/to):	11/2018 - 07/2019
Reason for Leaving	Hours required collided with the school schedule
Still Employed:	No
Name and Address of Employer	Uniqlo Co., Ltd., (Daniel Kelly, past Store Manager) Milpitas Greatmall
Type of Business	Retail
Phone Number	(917) 287-3535
Your Position & Duties	Balanced the need for multiple customers simultaneously in a fast-paced retail environment.
	As part of the management team, I assisted in training and monitoring employee progress and built effective relationships with peers and management.
	Opened and close cash wrap which included counting cash drawers, sales floor and back of the house.
	Stocked and replenished merchandise according to store merchandising layout
Date of Employment (from/to):	07/2014 - 07/2018
Reason for Leaving	Management change
Still Employed:	No
First Name	Daniel
Last Name	Kelly
E-mail Address	daniel.kelly@uniqlo-usa.com
Phone	(917) 287-3535
Relationship:	Store Manager
Years Acquainted:	2
First Name	Mye
Last Name	Magtoto
Phone	4088879627
Relationship:	Assistant Manager
Years Acquainted:	2
First Name	Charmaine
Last Name	Guerrero
E-mail Address	Charmaine.Guerrero@sanjoseca.gov
Relationship:	Therapeutic Specialist
Years Acquainted:	1

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 liabilities arising out of or in any way related to such investigation or disclosure.

(Checked box indicates acknowledgement)

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):

Krizia Mae M Azarcon

Date:

Jan 6, 2020

Please Attach Resume Below

Resume 10_19 .pdf



Krizia Mae Azarcon

A graduate student who aspires a position to experience in the medical field that will enable me to use my strong communication & organizational skills, customer service background and my ability to work well with people

758 Creekland circle
95133 San Jose, CA
(408) 802-8985
kmazarcon@gmail.com

Experience

Target, San Jose - Seasonal Sales Associate 07/2019 - Present

Panda Express, San Jose - Cashier/line server 11/2018 - 07/2019

Correctly received orders, processed payments, upsold additional menu items, and responded appropriately to guest concerns.

Uniqlo Co., Ltd., Milpitas - Division Advisor 07/2014 - 07/2018

Balanced the need for multiple customers simultaneously in a fast-paced retail environment. As part of the management team, I assisted in training and monitoring employee progress and built effective relationships with peers and management.

Opened and close cash wrap which included counting cash drawers, sales floor and back of the house. Stocked and replenished merchandise according to store merchandising layout

Volunteer and Internship

White Blossom Care Center - Rehab Center 01 - 05/2019

Observe and assist with activity selection and adaptation for individuals with various dysfunctions, Become familiar with therapeutic equipment and devices used in the clinical setting, Recognize and identify the impact of dysfunction on individuals' daily lives, including activities of daily living, work, play, socialization, etc.

Timpany Center - Aquatic's Program 02 - 05/2019

Assisted the Swim instructor with the Youth who has a disability in a weekly meeting, observation, swim skill assessments and taught in the final lessons.

Therapeutic Programs: 11 - 12/2018

Camden: Holiday craft aid and assisted in Junior Wheelchair Sports Program

Bascom: Power Soccer game aide

Mayfair: Group Arts and Head Injury Recreation and Leisure Network social

SJSU Kin. 01 Adapted Physical Activity 01- 05/2017

Assisted students with a workout plan throughout the semester (PAPTECA model)

Regional Medical Center - EMT Assistant Internship 01 - 04 /2011

Reported directly to RN and the EMTs, Take vital signs of emergency patients, Aid an EMT, RN or Physician in the Trauma and Cardiac room, Stock most of the supplies, Clean and situate new linen on a gurney

Education

San Jose State University - Bachelor of Science in Kinesiology

08/2013 - 05/2019 Emphasis on Occupational Therapy

Minor Degree in Japanese, 01/2014 - 05/2017

SKILLS

Strong communication skills

Personnel training and development

Excellent time management

Detail Oriented

Fast-paced worker

Team leadership

Computer literate

Quick learner

VOLUNTEER AND AWARDS

Uniqlo Co., Ltd.
09/2016

Region Recognized
Customer Service Award

LANGUAGES

Tagalog - Native Language

Japanese -Limited working proficiency

REFERENCE

Daniel Kelly
Uniqlo Manager
(917) 287-3535

Karin Jeffery
Kinesiology Professor
kjbikegirl@gmail.com

Charmaine Guerrero
Bascom Community Center
Therapeutic Specialist
Charmaine.Guerrero@sanjoseca.gov

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Krizia Azarcon
Start Date: 1/8/2020

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: Acrobat Outsourcing - The Service Companies
Physical Address of Main Office: 1371 The Alameda Ste 110 San Jose, CA 95126
Mailing Address: 1371 The Alameda Ste 110 San Jose, CA 95126
Telephone Number: (408) 884-0772

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: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

☐ 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

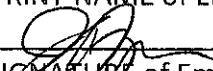
(Optional)

Ngoc Hb
(PRINT NAME of Employer representative)


(SIGNATURE of Employer Representative)

1/8/2020
(Date)

Krizia Mae Azarcon
(PRINT NAME of Employee)


(SIGNATURE of Employee)

01/08/2020
(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: Krizia Mae Azarcon Date: 01/08/2020

Signature: 