



Name: Prudencia Araujo

Taborca ID: 55404

Date of Hire: 1/18/2020

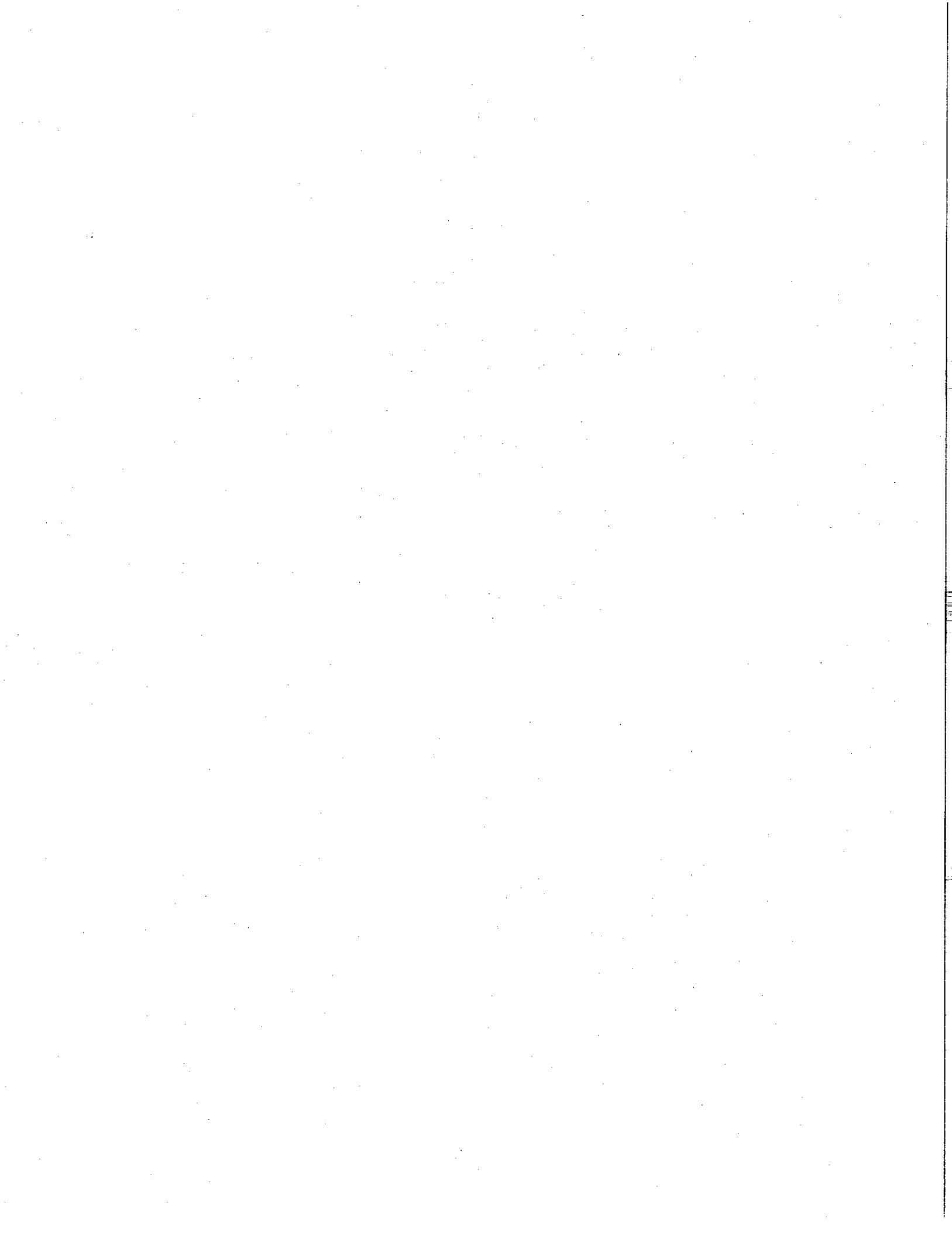
Date of Re-Act:   /  /  

#### New employee set up

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



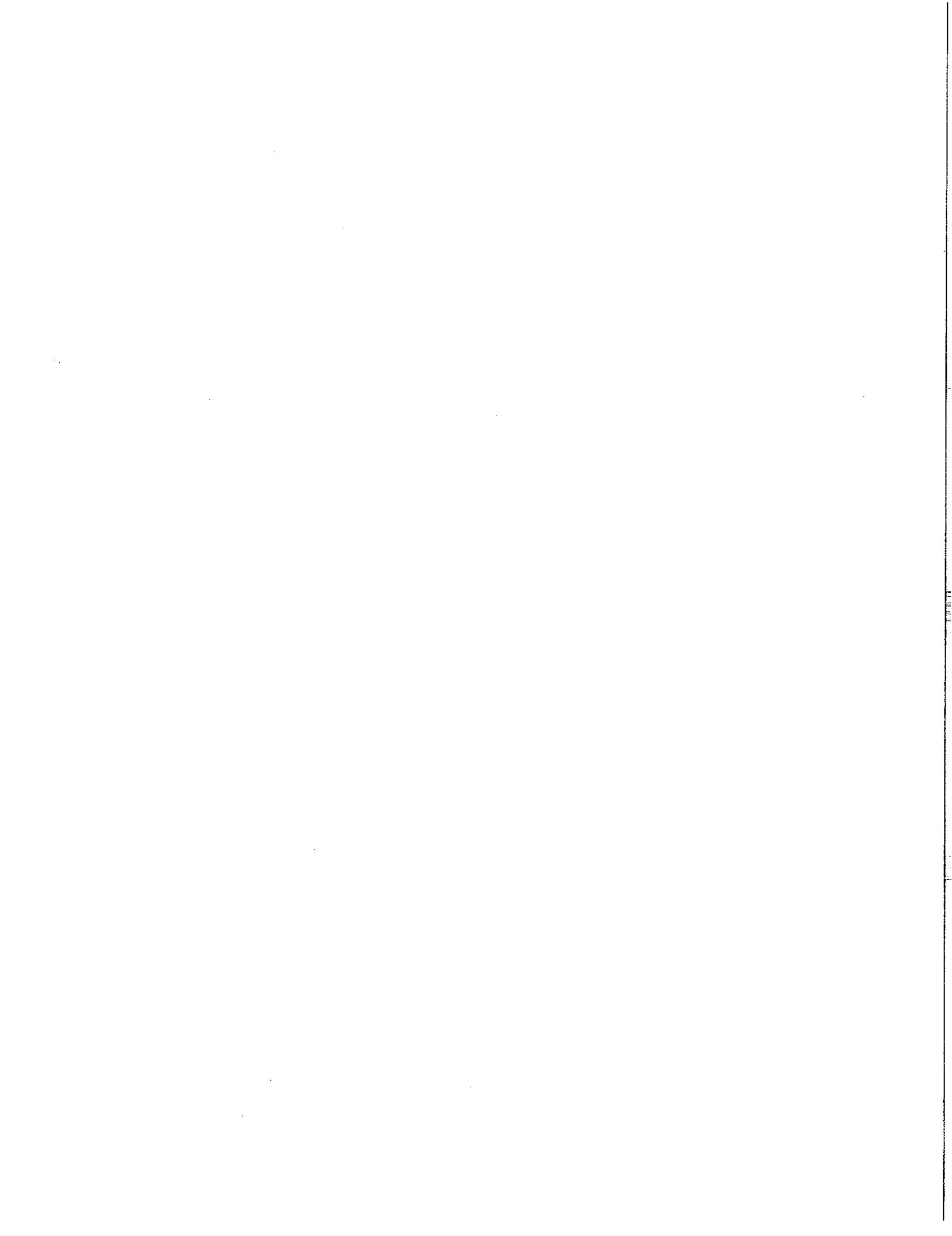
Interview Note Sheet  
Dishwasher

Name: <u>Prudencio Araujo</u>	Interviewer: <u>Ngoc</u>	
Date: <u>1/10/2020</u>	Rate of Pay: <u>\$ 20/hr</u>	
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>CL</u>	
Server <u>1/35</u> %	Bartender <u>1/30</u> %	
Prep Cook <u>1/15</u> %	Barista <u>1/10</u> %	
Grill Cook <u>1/40</u> %	Cashier <u>1/10</u> %	
Dishwasher <u>9/10</u> <u>90</u> %	Housekeeping <u>1/16</u> %	
		Full-Time
		Part-Time

Total of _____ Experience in Food Service/Hospitality			
Can you describe what each of the sections of a 3-compartment sink are intended for?	Have you done any work with delicate glassware or other fragile dishes?	Describe a time you helped a co-worker finish a job on time.	Notes:
1 - Wash 2 - Rinse 3 - Sanitize	Yes, wine glasses		

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

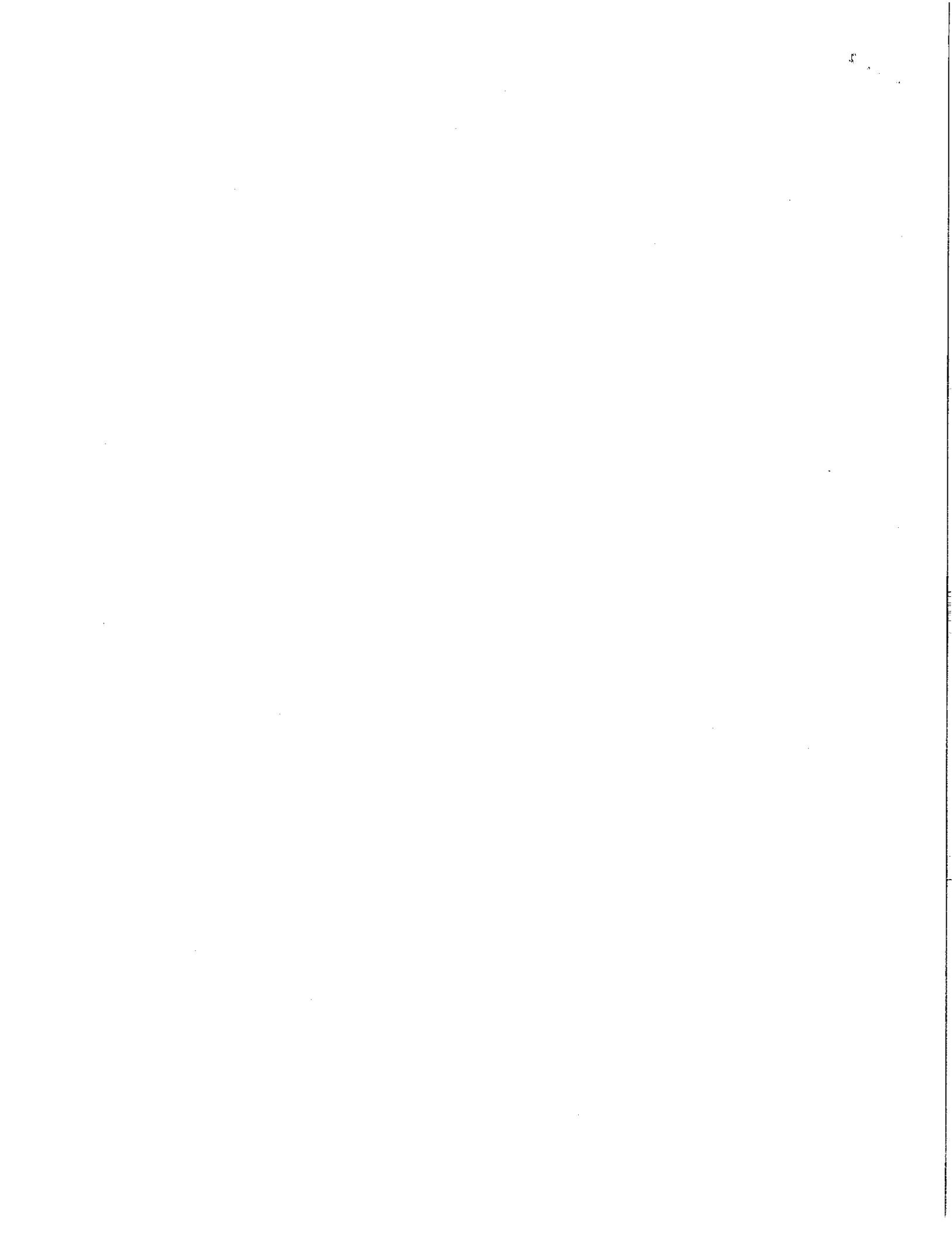
Car	South Bay - Palo Alto
N/S	Monday - Friday AM
Bistro White Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Other:	Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Cut Glove
	Acrobat Academy
	Lead Academy



# Prudencio Araujo

Submission Date  
January 7, 2020 12:27

First Name	Prudencio
Last Name	Araujo
E-mail Address	prudomedina325@outlook.com
Phone	5102583416
Address	22009 arbor ave
Unit or Number	22009
City, State	Hayward
Zip Code	94541
What region(s) are you applying to work within?	San Francisco      San Jose
Which position(s) are you applying for?	Dishwasher
Are you applying for:	Full-Time
When can you start?	Jan 7, 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      Tuesday AM      Wednesday AM      Thursday AM      Friday AM
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
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	CA
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Secundaria en mexico
City & State	Mexico
Grade/Degree	Grado 8
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")	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")	No
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	Kincaids fish 60 bay view pl Burlingame ca 94010
Type of Business	Restaurant
Phone Number	6503429844
Your Position & Duties	Dishwasher
Date of Employment (from/to):	08/18      12/19



Reason for Leaving

Rapair or restaurant

Still Employed:

No

Name and Address of Employer

Stone embarcadero 1 san francisco ca

Type of Business

Restaurant

Phone Number

4153706294

Your Position & Duties

Dishwasher prep cook

Date of Employment (from/to):

05/15- 09/18

Reason for Leaving

Changest owner

Still Employed:

No

First Name

Terry

Last Name

Lim

E-mail Address

terbear@gmail.com

Phone

4153706294

Relationship:

Owner

Years Acquainted:

3 years

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.

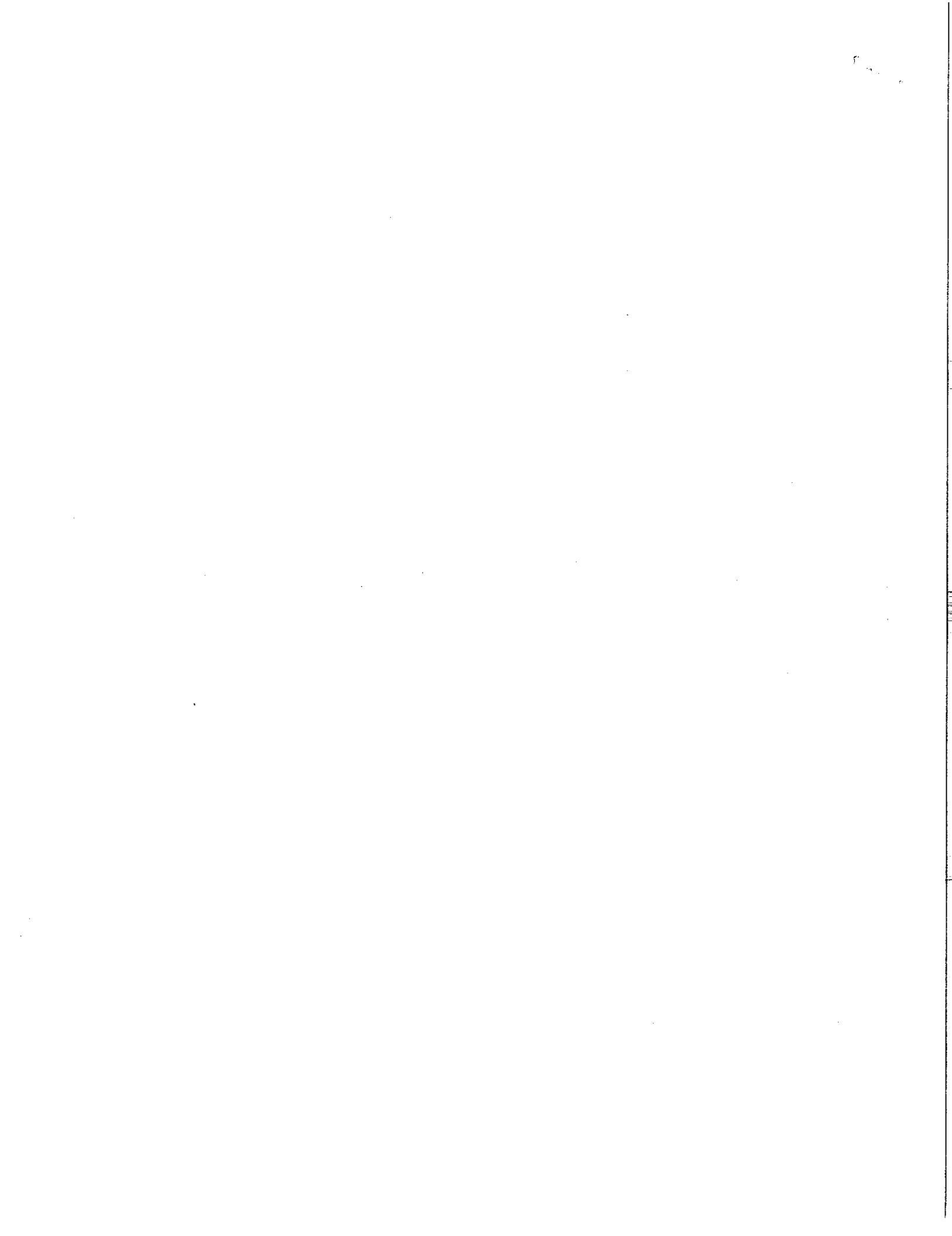
(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)



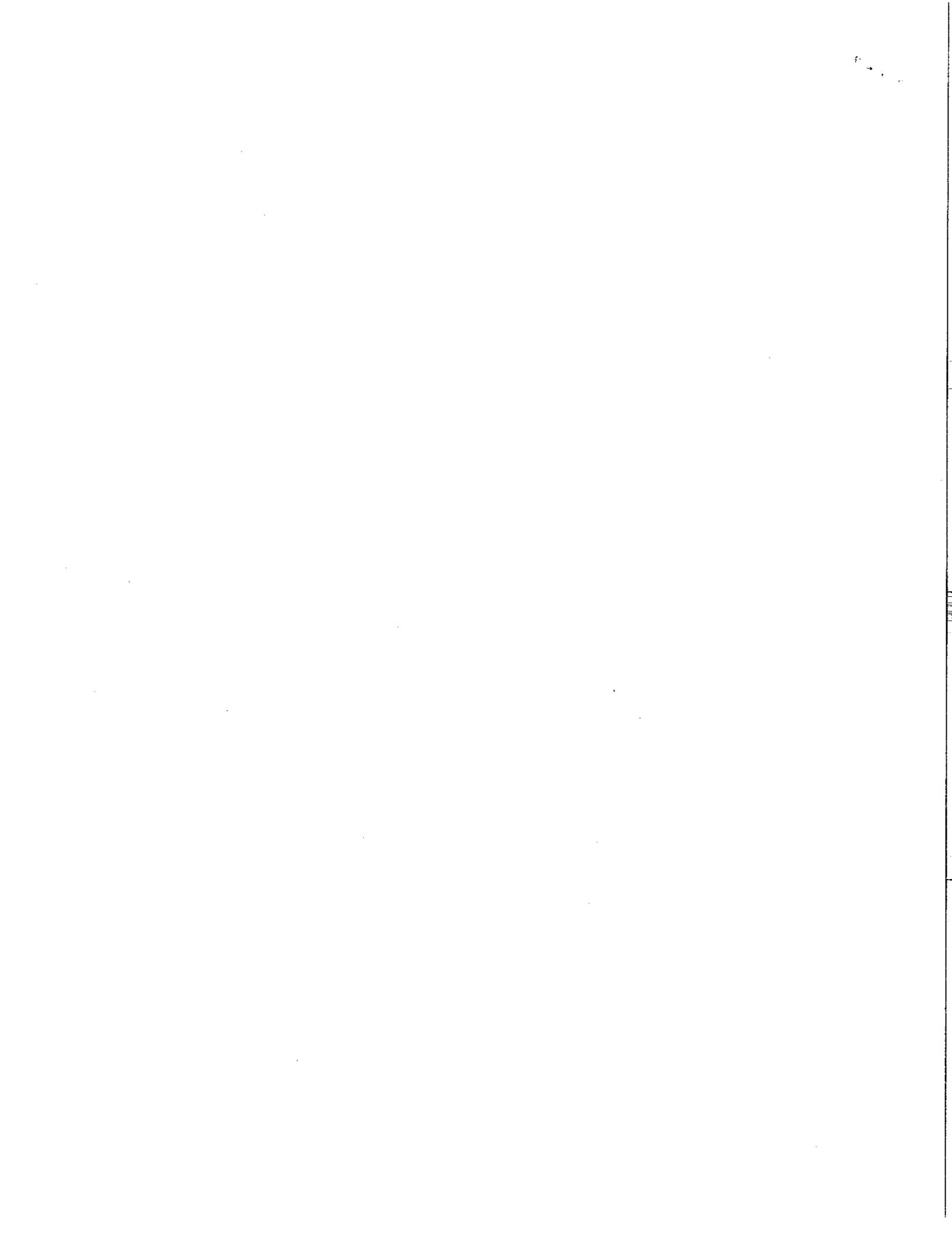
between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or 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.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name): Prudencio araujo medina

Date: Jan 7, 2020



C 1) ¿Después de lavarse las manos, que se debe utilizar para secarlas?

- a) Delantal limpio
- b) Paño de limpiar desinfectado
- c) Toalla de papel
- d) Paño de uso común

C 2) ¿Cuándo está lavando platos a mano, que debe tener puesto?

- a) Guante de corte
- b) Guante de horno
- c) Guante de goma
- d) Nada.

90%

d 3) ¿Cuándo debes de lavar tus manos?

- a) Antes de empezar el trabajo
- b) Despues de tocar artículos no de alimento (basura, dinero, químicos)
- c) Despues de usar el baño
- d) Todo lo de arriba

b 4) Si necesitas mover algo pesado, es mejor EMPUJAR que JALAR el objeto pesado.

- a) Cierto
- b) Falso

P 5) ¿Cuál de las siguientes podría presentar riesgo de quemarse?

- a) Vapor de una olla hirviendo
- b) Líquidos calientes (café, sopa, té)
- c) Equipo caliente (horno, ollas, etc.)
- d) Químicos duros
- e) Todo lo de arriba

a 6) Todas heridas relacionadas al trabajo, accidentes o enfermedades se deben reportar inmediatamente a el supervisor.

- a) Cierto
- b) Falso

C 7) ¿Qué haces si se te escurre líquido o encuentras líquido escurrido?

- a) Dejarlo para que alguien mas lo limpie
- b) Esperar hasta el final de tu día para limpiarlo
- c) Marcarlo y limpiarlo inmediatamente
- d) Marcarlo y dejarlo para que alguien mas lo limpie

C 8) ¿Qué se debe hacer cuando está manejando cosas calientes?

- a) Usar guantes de goma
- b) No es necesario usar nada especial
- c) Usar un guante de horno or toalla gruesa
- d) Usar parte de tu ropa

O 9) ¿Si está usando un lavabo de tres compartimientos, para que se usa el segundo compartimiento?

- a) Enjuagando
- b) Raspando
- c) Lavando
- d) Desinfectando

d 10) ¿Cuál es el método apropiado para limpiar y desinfectar equipo estacionario?

- a) Regar con una solución de limpieza fuerte y secar con un paño desinfectado
- b) Regar con una solución desinfectante, luego enjuagar con agua limpia y secar
- c) Lavar y enjuagar, luego secar y regar con una solución desinfectante
- d) Sacudir tierra suelta con un paño limpio, luego limpiar con una solución desinfectante



**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Prudencio Aravjo  
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: 1871 The Alameda Ste 110 San Jose, CA 95128

Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95128

Telephone Number: (408) 844-0772

**WAGE INFORMATION**

Rate(s) of Pay: \$20/hr FB Only Overtime Rate(s) of Pay: \$30/hr FB Only

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 Ho

(PRINT NAME of Employer representative)

Ngoc Ho

(SIGNATURE of Employer Representative)

1/8/2020

(Date)

Prudencia Aracito Medina

(PRINT NAME of Employee)

Prudencia Medina

(SIGNATURE of Employee)

1-8-2020

(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: Prudencio Arací Mota Date: 1-8-2020

Signature: Prudencio A.

