

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

Name: Armando Pena Pinales

Taborca ID: 55429

Date of Hire: 1/9/2020

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)               |
| Global Cash Card — complete the form &   | <input checked="" type="checkbox"/> Check Taborca Profile (All fields)       |
| 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**  
**Dishwasher**

Applicant Information	
Name: <u>Armando Pena Pinales</u>	Interviewer: <u>Ngoc</u>
Date: <u>1/9/2020</u>	Rate of Pay: <u>\$20/hr FB</u>
Position (s) Applied for: <u>Dishwasher</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	10/10	100%	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths			
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	Stayed overtime to help co-worker finish on time	

P.O.S. Experience: Y / N details:																	
<b>Transportation</b> <u>Car</u>	<b>Regions Available to work:</b> <u>South Bay</u>																
<b>Certifications (if any):</b> <u>N/A</u>	<b>Availability:</b> <u>Open</u>																
<b>Uniforms Owned:</b> <table border="0"> <tr> <td><input type="checkbox"/> Bistro White</td> <td><input type="checkbox"/> Chef Coat</td> </tr> <tr> <td><input type="checkbox"/> Black Bistro</td> <td><input type="checkbox"/> Chef Pants</td> </tr> <tr> <td><input type="checkbox"/> Tuxedo</td> <td><input type="checkbox"/> Knives</td> </tr> <tr> <td><input type="checkbox"/> 1/2 Tuxedo</td> <td><input type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input type="checkbox"/> Non-Slip Shoes</td> </tr> <tr> <td><input type="checkbox"/> Long Black Tie</td> <td><input type="checkbox"/> Bow Tie</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>	<input type="checkbox"/> Bistro White	<input type="checkbox"/> Chef Coat	<input type="checkbox"/> Black Bistro	<input type="checkbox"/> Chef Pants	<input type="checkbox"/> Tuxedo	<input type="checkbox"/> Knives	<input type="checkbox"/> 1/2 Tuxedo	<input type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other:		<b>Recommendations:</b> <table border="0"> <tr> <td><input type="checkbox"/> Acrobat Academy</td> </tr> <tr> <td><input type="checkbox"/> Lead Academy</td> </tr> </table>	<input type="checkbox"/> Acrobat Academy	<input type="checkbox"/> Lead Academy
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<input type="checkbox"/> Other:																	
<input type="checkbox"/> Acrobat Academy																	
<input type="checkbox"/> Lead Academy																	
<b>Other Languages Spoken:</b>																	



# Angel Ramos

Submission Date  
January 9, 2020 12:08

First Name	Angel
Last Name	Ramos
E-mail Address	angeladrianramos@gmail.com
Phone	5107797384
Address	4800 Omar st
Unit or Number	Apt 2
City, State	Fremont Ca
Zip Code	94538
What region(s) are you applying to work within?	San Francisco San Jose
Which position(s) are you applying for?	Cook Server Bartender Busser Barback Dishwasher
Are you applying for:	Full-Time Part-Time
When can you start?	Jan 13, 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	Fremont adult school
City & State	Fremont Ca
Grade/Degree	Ged
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?	Yes
Can we contact your current employer?	Yes
Name and Address of Employer	Taps and takeout 5736 Thornhill Dr Oakland Ca 94612
Type of Business	Beer house
Phone Number	5108797080
Your Position & Duties	Front house
Date of Employment (from/to):	4-12-19



Reason for Leaving: None  
Still Employed: Yes  
First Name: Joe  
Last Name: Frankel  
E-mail Address: tapsandtakeout@gmail.com  
Phone: 5108797080  
Relationship: Boss/friend  
Years Acquainted: 2

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):

Angel Ramos

Date:

Jan 9, 2020



**Armando Pena Pinales**

armando\_pena1993@yahoo.com

(408) 717-1248

1595 Sanborn ave

San Jose, CA 95110

**Work Experience****Cosmopolitan Catering**

(Prep Cook, Dishwasher)

March 28th, 2018 - Present

When I first started at cosmopolitan catering I had to help the butchers clean meats, make marinades, Grill the meat only to sear them then I'd place them in the oven. These were my daily tasks for a month after that I had been asked to help another station in our kitchen. I had been placed in the salad bar station where the preparation work was intense having to clean and julienne bell peppers, cook and grill an assortment of vegetables then cut them depending on what vegetable it was. Also I had to make different types of salads. After everything was done I would have to wrap the items separately, inspect and make sure we had everything on our lists ready so I could go and distribute the food to its respective cafeteria so it could be ready first thing in the morning. All in all it's a great job if you want to learn how a kitchen works.

**Sun Basket**

(Prep Cook, Dishwasher, Porter)

Feb 13th, 2017- Dec 27th, 2017

At Sun Basket the week would start off by getting all the produce, dairy products or any other food items prepared for the meals that were being delivered that day. As well as cleaning and sanitizing the station that they needed for the meals they were preparing. We also did mass packaging of the finished product then we'd send them off on a pallet to be placed in the dock to deliver.

**Douglas landscaping**

(Maintenance Crew)

Sept. 19th, 2016-May 4th, 2017

The maintenance crew had the responsibility to trim any extra foliage from anything as small as a bush to something as large as a tree as opposed to other jobs too like watering plants,



mowing lawns and shaping bushes too. Also had to check the irrigation system whether it be a sprinkler system or a drip system we had to maintain it going so it would be working at its maximum efficiency so all the water would be distributed equally.

### **Manuel's Gardening**

(Maintenance Crew, Co-Owner)

August 5th, 2015-September 18th, 2016

During my time with Manuel's Gardening I had the task of spraying pesticides as well as herbicides to maintain the insect populace down because it would be an infestation and the plants would take a heavy toll they would start to wilt away. Also I had the responsibility to remove trees with the stump too.

### **Mcdonald's**

(Cashier, Cook, Drive -Thru)

June 1st, 2013-July 15th, 2014

The duties and responsibilities of a cashier were to greet the customer and receive them with a smile to convey a warm and safe environment. When the day would go by slowly I would go out and clean the lobby where our customers ate so that when they arrived they had a clean place to eat. Other odd jobs were to restock cups, straws, boxes etc.

### **Quanta Computer USA Inc.**

(Assembly line crew)

January 28th 2013- April 14th, 2013

The assembly line workers had the essential job to scan the incoming inventory and what was working or what wasn't the duties included but were not limited to carry 40 lbs. which were in the form of medium to large computer monitors to the cart where they would remove those computers and bring in new ones. My job was to do the same but i had to wipe the computer's memory and set a hard restart or completely reboot the computer because they were refurbished models.

### **Macy's**

(Sales Associate, Cashier)

October 23rd, 2011- January 15th, 2013

Being a sales associate at the various departments the store had my job was to politely and professionally greet the customers to let them know I was there in case they needed any sort of



help whether it be looking for a specific item or they wanted to purchase the item they had in-hand other small odd jobs were to tidy up your working area because most of the merchandise was a mess after the customers came to look through.

## **Education**

Leland High School — Graduated 2011

Evergreen College - General Education 2012-Present

## **Skills**

-Certificate of Achievement CCOC Auto Truck Mechanics

-Participated in the 44th Annual State leadership conference and SkillsUSA championship April 28th-May 1st 2011

-2 letters from the Assembly California Legislature

-Bilingual fluent spanish/english speaker

- 998 hours of hands-on experience in Diesel Technology with various certificates

## **References**

-Francisco (supervisor) cell: (408) 410-8126

-Steve Ido (manager Macy's) cell: (408) 316-6421

-Aileen Graeber (store manager McDonald's) cell: (408) 926 1676





**Dishwasher Test**

Score 10 / 10

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
  - b) Sanitized wiping cloth
  - c) Single use paper towel
  - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
  - b) Oven Mitt
  - c) Rubber glove
  - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
  - b) After handling non-food items (garbage, money, cleaning chemicals)
  - c) After using the restroom
  - d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
  - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
  - b) Hot liquids (coffee, soup, tea)
  - c) Hot equipment (ovens, pots, chaffing dishes)
  - d) Harsh chemicals
  - e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
  - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it immediately
  - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
  - b) No need to wear anything
  - c) Use an oven mitt or cloth towel
  - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
  - b) Scraping
  - c) Washing
  - d) Sanitizing
- C 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
  - b) Spray with a sanitizing solution, then rinse with clean water and dry
  - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
  - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

100%



NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Armando Pena  
Start Date: 1/9/2020

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 95126  
Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126  
Telephone Number: (408) 844-0772

WAGE INFORMATION

Rate(s) of Pay: \$17-\$20/hr Overtime Rate(s) of Pay: \$25.5-30/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:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  - requesting or using accrued sick days;
  - attempting to exercise the right to use accrued paid sick days;
  - filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  - 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)

(Date)

1/9/2020

Armando Pera Pinales  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

(Date)

1/09/2020

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.

# Acrobat

outsourcing

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: Armando Peña Pinales Date: 11/09/2020

Signature: Armando Peña Pinales

