

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Name: Delano Hale

Taborca ID: 55463

Date of Hire: 1 / 10 / 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**

Applicant's Information	
Name: <u>Delane Hale</u>	Interviewer: <u>Ngoc</u>
Date: <u>1/10/2020</u>	Rate of Pay: <u>\$20/EB Only</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>CL</u>

Test Scores						Seeking:
Server	/35	%	Bartender	/30	%	
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time
Dishwasher	<u>8</u> /10	%	Housekeeping	/16	%	

Referral Experience in Interview/Scenarios			
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	At Michi's, stayed overtime to clean-up and close-up	

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

Transportation	Regions Around the World
<u>Car</u>	<u>Fremont</u>
Complications (if any)	Availability
<u>N/A</u>	<u>Open mornings</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
<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	Other languages spoken:



**Delano  
Hale**

Submission Date  
January 8, 2020 12:00

First Name	Delano
Last Name	Hale
E-mail Address	ohpenmined@gmail.com
Phone	5109787813
Address	2500 medallion dr
Unit or Number	111
City, State	Union city
Zip Code	94587
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Dishwasher
Are you applying for:	Full-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 Tuesday AM Wednesday AM Thursday AM Friday AM Saturday 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	San Francisco art institute
City & State	San Francisco
Grade/Degree	College/ bachelor program
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")	Yes
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	Yes
Special:	Head chef, kitchen manager, line cook, dishwasher, busser
Are you currently employed?	No
Can we contact your current employer?	No
Name and Address of Employer	Ground kickboxing San Ramon 2415 San Ramon Valley Blvd San Ramon, CA 94583 United States
Type of Business	Gym kickboxing
Phone Number	19258372976
Your Position & Duties	Muay Thai coach.
Date of Employment (from/to):	12/15/15 12/26/19



Reason for Leaving

Promises didn't go through. Business structure changed and the option to be a manager was no longer available. I need to pay bills

Still Employed:

Yes

Have you ever been fired from a previous place of employment? If yes, please explain:

No

First Name

John

Last Name

Perry

E-mail Address

johnperryjr1@gmail.com

Phone

5108285460

Relationship:

Friend/ co worker

Years Acquainted:

14years

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

(Checked box indicates acknowledgement)





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)

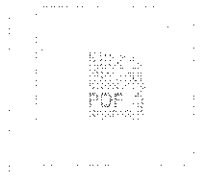
Applicant Digital Signature (Type Name):

Delano James hale

Date:

Jan 8, 2020

Please Attach Resume Below



DELANO RESUME 2019 (1).pdf



# Delano James

Ohpenmined@gmail.com

IG: Ohpenroad3

510-978-7813

Personal Objective: To become associated with a company where I can utilize my skills, gain more experience while enhancing the company's productivity and reputation.

## EXPERIENCE

### **Muay thai/Fight team instructor, Hayward ,CA, 2018-Present**

Run a muay thai group class, Teach intro to sparring and well as run a sparring class.

### **Gym Manager, MT. View , CA, 2018- Present**

Manager/ Trainer at 9 Round kickboxing MT.View. Teach the new owner how to run the business. Develop Sales scripts for live, and phone prospects long/ And short. contact new prospects Make deals with local businesses for discounts, and booth set ups. Set up booths in festivals. Pass out flyers. Recruit new members. Build and maintain relationships with members. Train the owner on how to run workout, & deal with clients. Teach owner/trainers how not to get hurt while working with different clients. How to deal with upset members. How to asses, and workout new members. Run the new trainer interviews. Run the 9 Round Instagram page. Clean and maintain the cleanliness of gym. Merchandise inventory. Teach intro and intermediate Muay Thai. Make sure members have fun and feel comfortable while striving for their goals. Train new trainers.

### **Physical Therapist/Gym manager ,Union City,CA2016-Present**

Physical Therapist/ Personal Trainer at Butchart Health center. I work with patients sent from our chiropractors and nutritionist, assess and rehabbing various injuries targeting elbows,knees, shoulders, feet, and muscle tightness. Rehab ranges from stretching, foam rolling, wobble board, mobility training,weight lifting and use of gym equipment to breathing, and muscle stimulation. as well as take on 1 on 1 clients for weight loss

### **Fitness trainer, San Ramon, CA 2015-Present**

Fitness/ Kickboxing Trainer at 9 Round kickboxing. Guide members through a high intensity nine round kickboxing circuit. Asses new clients and set goals. Modify workouts for injured members. Coach kickboxing technic. Maintain the cleanliness of the gym. Build lasting relationships with members. Train new employees, sell memberships. I have completed the management training course as well.



### **Chef, Newark, CA 2014-2015**

Chef at Campanella's Fine Italian Dining. Prep food for the week, and for private parties. Includes pastas, sauces, marinades, marinating meats, risotto, salad dressings, desserts, breads. Saute and grill on the line. Wash dishes as well as maintain the cleanliness of the kitchen and restaurant. organize and stock walk in fridge. Clean bathrooms. Scrub grills, scrub air vents, stock the pantry. Present and the food to guests old style, Cook lunch and dinner for staff.

### **Kitchen Manager, Newark, CA 2010-2012**

Head Chef/ Kitchen Manager at Iron Sushi. Prep food, prep fish, Sauces, Soups, Marinate meat. Grill, Saute, and Deep fry on the line. Wash dishes, Clean Sushi bar, Clean kitchen, and bathrooms. Organize/clean walk in fridge. Mop kitchen and restaurant, clean air vents and bus tables. I also trained 3 kitchen cooks. and worked the kitchen myself for over 5 months with no additional help. Cook for staff.

### **Chef, Campbell, CA 2008-2013**

Chef at Michi Sushi. Prep sauces, rice, and food cooked on the line. cook on the line. Maintain cleanliness of kitchen, and restaurant. Bus tables, wait tables. Cater big events(Marriages & Private parties) Set up and break down equipment as well as help owners renovate restaurant.

## **SKILLS**

People skills. Culinary, and knife skills, Screenplay Writing, Movie Directing, Special Effects Make-Up, Cinema 4D, Post Audio, Audio Engineering, Audio Design, Logic pro, Pro tools, Final cut pro, PS, Word, Celtx, Wrestling, Boxing, Muay Thai, Brazilian Jiu Jitsu, Mixed martial arts. Singing, Drawing. Fitness training, and teaching.

## **EDUCATION**

### **San Francisco Art Institute 2009-2012**

Bachelor of Arts Program- Audio/ Digital Film/Video Prod.

### **M.M.A.C.A Under (NESTA) ,2012-2013**

Mixed Martial Arts Strength, and conditioning self Certification Program.

### **Tennyson High School, 2004-2008**

Diploma



## ACCOMPLISHMENTS

### **Chef At Charity Auction, San Francisco, CA 2015**

Cooked along side Tyler Florence, David Lam (owner of slanted door) and other famous chefs for a huge charity auction.

### **Chef on Uncia Film sets ,Hayward, CA 2014**

Cooked for crew and celebrities on set. Miguel Nunez jr, Tommy lister (aka Deebo) and Clifton Powell.

### **Special FX UnciaFilm sets ,Hayward, CA 2014**

Applied special Fx make up to actors for movies "On the court" and "Hunting season" now sold in Wal-mart Hulu, Amazon and a hand full of other stores.

### **Film Director/ Writer/ Producer/ Special FX**

Doom, Decisions, Lays commercial, on the court, the ride, hunting season,

### **Assistant Wrestling coach ,Hayward, CA 2008.**

Condition new & returning varsity wrestlers.

### **Founder of H.O.P.E Helping .Other. People. Eat, S.F , CA 2010**

Bringing gourmet food to the homeless.

### **Founder of OhpenMined Productions ,Bay Area , CA 2008**

Bringing new innovative stories to our audience, music for our listeners, and mouth watering meals for our clients. I've recently worked with Clifton Powell, Eric Roberts, Miguel Nunez, Tommy lister, and Tom Sizemore. I catered lunch for 28 Dr.s at Alta bates hospital in berkeley As well as a private event in the san Ramon hills. I currently have over 6 feature length screen plays being developed and written and working with critique Tim Sika who runs Bay areas critique circle and Writer Jim Uhls of (fight club) for legitimacy





**Dishwasher Test**

Score **8/10**

b

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

a

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

80%



NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Delano Hale  
Start Date: 1/10/2020

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) 884-0772

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)

[Signature]  
(SIGNATURE of Employer Representative)

1/10/2020  
(Date)

Delano James Hale  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

1/10/2020  
(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.

# 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: Delano James Hale Date: 1/10/2020

Signature: Delano James Hale

