

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Bang Truong

Taborca ID: 55562

Date of Hire: 1/15/2020

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 Information	
Name: <u>Bang Truong</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>1/15/2020</u>	Rate of Pay: <u>\$20/hr FB Only</u>
Position (s) Applied for: <u>Dishwasher</u>	Referred by: <u>CL</u>

Experience						Seeking:
Server	/35	%	Bartender	/30	%	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	<u>8</u> /10	<u>80</u> %	Housekeeping	/16	%	

Experience & Summary of Strengths			
Total of <u>10yrs</u> 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:
<u>1 - Wash</u> <u>2 - Rinse</u> <u>3 - Sanitize</u>	<u>Yes, wine glasses</u>	<u>Stayed after hours to close up restaurant</u>	

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

Transportation	Regions Available to Work
<u>Car</u>	<u>South Bay</u>
Certifications if any	Availability
<u>N/A</u>	<u>Open but prefer 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	<input type="checkbox"/> Other Language Spoken: <u>Vietnamese</u>

Bang Truong

Submission Date
January 14, 2020 18:38

First Name	Bang
Last Name	Truong
E-mail Address	atruong49@yahoo.com
Phone	5102006493
Address	32240 Rochelle Dr
Unit or Number	1
City, State	Union City
Zip Code	94587
What region(s) are you applying to work within?	San Francisco
Which position(s) are you applying for?	Dishwasher
Are you applying for:	Full-Time
When can you start?	Jan 21, 2020
Can you work overtime?	Yes
How did you hear about us?	Google Social Media
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
Do you have any friends or relatives working for The Service Companies (TSC)? If so, please let us know who:	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	Chabot C.
City & State	Hayward
Grade/Degree	BS
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:	Quality Control
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	Family Business
Type of Business	Customer Service
Phone Number	5102598136
Your Position & Duties	Customer Service, Janitor.

Date of Employment (from/to): 2017 -2019
Reason for Leaving Out of Business
Still Employed: No
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain: No
First Name Tuyen
Last Name Nguyen
E-mail Address Reachtuyen@yahoo.com
Phone 5108577075
Relationship: Friend
Years Acquainted: 2015

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

(Checked box indicates acknowledgement)

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):

Bang truong

Date:

Jan 14, 2020

Please Attach Resume Below

AndyTruong_Resume 2017.docx



Andy Truong
32240 Rochelle Dr.
Union City CA, 94587
Cell: 510-200-6493
atruong49@yahoo.com

SUMMARY OF EXPERIENCE

A position as Quality minded technician with over 10 years of experience in Quality Process Control and ISO/FDA compliance. Works with organizations of any size, from start up to public, including device manufacturers and device suppliers, providing assistance in assessing and implementing Quality System compliant technical solutions, worked within quality systems of varying levels of complexity and supervised up to 15 direct reports while maximizing the efficiency of projects at hand. The following is a partial list of services:

- Leading inspection teams; completing incoming and in-process inspections
- Equipment controls including calibration and preventative maintenance
- Document Control Management
- MRB/NCMR/Deviation/CAPA Coordination
- Shipping/Receiving and Buyer, Inventory Control
- LHR/DHR Reviews
- Proficient in use of Manufact Pro, QAD, SAP, SharePoint, ASK management control software, QCBD, MasterControl.
- Vision VS7 Viewer, SeeBrez, Smart Scope, and Micro-Vu certified, Tensile Tester, Instron
- RMA/Complaint inspection process

PROFESSIONAL ACCOMPLISHMENTS

PROFESSIONAL EXPERIENCE

Ceterix Orthopaedics (2016 -2017)

Quality Assurance Associate

- Reviewed and evaluating clinical cases.
- Identifying and classifying complaints and documenting decisions.
- Investigating complaints and conducting failure analysis on returned products.

- Filling MDR and Vigilance reports.
- Worked with CAPA owners to coordinate completion of plans, implementation of action items, effectiveness verification and supported documentation and ensuring record completeness.
- Filling and retrieval of CAPA records.
- Monitored supplier status and maintain the Approved Supplier List.
- Prepared and communicate weekly status reports for suppliers due for re-evaluation.
- Completed supplier evaluation records for suppliers due for re-evaluation.
- Incoming Quality Control inspection.
- Filling and administrative activities.

Transcend Medical (2016 - 2017)

Sr. Quality Technician

- Performed inspection/testing to maintain quality levels at:
 - Receiving inspection
 - In-process inspection
 - Lot Release Inspection
- Perform in-process final and post-sterile parts review activities for product
- Operated ROI/Instron to measure critical features of components
- Completed Lot History Record reviews of Final and in-process assemblies
- Shipping/Receiving and Buyer, Inventory control
- Responsible for troubleshooting inspection and equipment issues which arise
- Appropriate documentation of all non-conformance related activities for incoming raw material, in-process and final quality control MRB activities
- Conducted experiments and participated in purchase, start-up, validation & documentation of new equipment
- Provided support for R&D and Manufacturing Engineer through laboratory testing

Cannon Quality Group, LLC (2013 - 2016)

Sr. Quality Technician

- Lead all inspection activities including all incoming materials
- Perform in-process final and post-sterile parts review activities for product
- Process Document Control
- Coordinating NCMR, Deviation, CAPA.
- Perform RMA and Decontaminated Product inspection activities
- Completed Lot History Record reviews of Final and in-process assemblies
- Communicate and coordinate with Sr. Consultants, Clients Quality, R&D and Manufacturing personnel on inspection criteria, tools and results
- Appropriate documentation of all non-conformance related activities for incoming raw material, in-process and final quality control MRB activities
- Managing the schedule and logistics of all equipment calibration and labeling
- Database entry for inspection records using Microsoft Access and Excel

- Writing document control systems and putting them into action, logging, tracking and maintaining records
- Coordinating document control issues between external subcontractors, service providers and fulfillment houses, and preparing reports regarding quality issues
- Recognize problems, recommend solutions and put the solutions into action while maintaining confidentiality
- Process supplier evaluation (ASL)
- On-site client support

ForSightV4 (2011 to 2013)

Quality Assurance Specialist II

- Quality Control Specialist II responsible for receiving parts, performing inspection/testing, training QC personnel and supervising QC personnel to maintain quality levels at
- Used measuring tools, such as gage pins, height gages, calipers, vision system, etc., to inspect materials and components
- Initiated and assisted with investigation of non-conformance reports (NCRs) related to inspection failures
- Shipping/Receiving and Buyer, Inventory control
- Completed Lot History Record reviews of in-process assemblies
- Assisted Operations with purchasing, raw material and finished device inventory control
- Assisted R/D, Operations & Quality with execution of equipment qualifications and other verification protocols
- Recommended changes to and updated inspection instructions as needed
- Supported company goals and objectives, policies and procedures, Quality System and FDA regulations
- Conducted experiments and participated in purchase, start-up, validation & documentation of new equipment

Penumbra (2008 to 2011)

Quality Assurance, Supervisor II

- Managed Quality Inspectors including coordinating scheduling for coverage of all responsibilities
- Responsible for working with Operations Manager and Supervisors to establish priorities and assign workload to the Quality Inspection Group
- Responsible for troubleshooting inspection and equipment issues which arise
- Responsible for working with Purchasing to establish priorities and assign workload to Incoming Quality/In-process Inspectors
- Supported investigations associated with NCR's
- Coordinated training activities to ensure compliance with regulatory requirements and ensure the flexibility of utilizing inspectors in all areas of Quality inspection
- Worked with Quality Engineers, Manufacturing Engineers and R&D Engineers to determine appropriate support activities for nonconforming goods and new product projects
- Determined training and personal growth plans for Quality Inspectors
- Responsible for interfacing with the FDA, State Agencies, and notified bodies during certification, surveillance and routine ISO audits
- Participated in Quality Objective teams
- Evaluated procedures and work instructions for processing improvement.

Gynesonics (2008 to 2008)

Quality Assurance, Consultant

- Responsible for development, coordination and maintenance of Manufact Pro document system
- Issued all controlled numbers; maintained current files and archives in compliance with company policies and procedures, applicable regulations, and good documentation practices
- Prepared, reviewed, and processed Document Change Orders (DCOs); implemented changes to controlled documents per approved DCOs
- Worked to reduce backlog of open DCOs, reorganized current filing system, and released missing identified by gap analysis
- Conducted experiments and participated in purchase, start-up, validation & documentation of new equipment
- Reviewed batch records for completion before submitting to Manager for approval
- Performed inspections of Raw Materials, Lot release and Finished Good Device according to well defined criteria using standard physical, mechanical, and/or electrical measurement
- Provided support for R&D and Manufacturing Engineer through laboratory testing
- Monitored equipment and instrumentations to ensure proper operation and maintain monthly calibration.

Foxhollow (2004 to 2008)

Quality Assurance, Supervisor I; Quality Assurance, Supervisor II

- Executed daily functions of established Quality Systems
- Gave feedback to QA Management on process improvements
- Directly supervised up to 10 employees (inspection technicians); indirectly managed additional 6 employees
- Actively developed, led and motivated team to continually improve performance, evaluate strengths and developmental needs; provide appropriate feedback, coaching and mentoring to ensure high levels of performance; promoted and recognized high performance and took corrective actions to address performance or disciplinary issues
- Provided day-to-day guidance and oversight of employees; oversaw establishment of effective schedules and workflow
- Worked closely with subordinates, peers and managers to understand and support their needs
- Oversaw all activities of the team; developed employees; identified problem areas and took corrective actions when needed to address performance or disciplinary issues
- Hired, trained, and managed Quality Inspection personnel, NCMR/Deviation coordinator and DHR reviewer staff
- Created a one year department vision and plan
- Reported department metrics
- Worked cross functionally to train other departments on quality policy and practices

Foxhollow (2003 to 2004)

Quality Assurance, Senior Technician

- Performed inspection/testing to maintain quality levels at:
 - Receiving inspection
 - In-process inspection

- Lot release inspection
- Originated and revised quality inspection instructions
- Operated ROI/SeeBrez to measure critical features of components
- Used precision measuring tools, such as gage pins, height gages, calipers, etc., to inspect materials and components
- Supported company goals and objectives, policies and procedures within the Quality System, and FDA regulations
- Handled all forms of correspondence and distribution, and allocation of action items in a timely manner
- Developed and implemented procedures, files, records, and follow-up systems to ensure processes were managed in an organized and timely manner
- Researched, monitored and prepared semi-routine reports or analyses, summarized findings, and made recommendations, to solve administrative problems

Advanced Stent Technologies (2000 to 2003)

Quality Assurance, Senior Technician

- IQA inspection
- Proficient in all inspection methods and techniques utilized in the test lab
- Ensured that all stent inspection documentation had been accurately completed
- Inspected, tested and measured any material, components, sub-assemblies or finished product used in the development validation or production of devices
- Identified segregated evaluated, documented, and disposition of nonconforming material that failed to meet established specification

Adaptec, Inc. (1995 to 2000)

Quality Assurance, Senior Technician

- Verified quality for all incoming PCBA and IC components
- Inspected final QC for outgoing product
- Inspected incoming RMA
- Developed process improvements for quality control

Curtis (1989 to 1995)

Quality Control Technician

- Analyzed failure mode to determine cause root cause of problems
- Assisted in corrective action process
- Implemented ECO to existing program
- Compiled and maintained data from testing using data Base III Plus

EDUCATION

Chabot College - A.S. Electronics

Dishwasher Test

Score 8/10

- 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
- F 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
- T 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- A 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
- B 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: Bang Diem Truong
Start Date: 1/15/2020

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: \$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:

- 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)

1/15/2020
(Date)

BANG TRUONG
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

1/15/2020
(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: BANG TRUONG Date: 1/15/2020

Signature: Bang

