

**Interview Note Sheet**  
**Cook**

Applicant Information					
Name: <u>Douglas Bundy</u>			Interviewer:		
Date:			Rate of Pay:		
Position (s) Applied for:			Referred by:		
<u>Cook - Farmers</u>					

  

Test Scores						Seeking:	
Server	/35	%	Bartender	/30	%	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Full-Time</div> <div style="border: 1px solid black; padding: 5px;">Part-Time</div>	
Prep Cook	/15	%	Barista	/10	%		
Grill Cook	/40	%	Cashier	/10	%		
Dishwasher	/10	%	Housekeeping	/16	%		

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
Tell us about your formal training as a cook?	Tell me about your knife handling skills?	Tell me about a time you made a mistake while preparing ingredients. How did you correct it and what did you learn?	Notes:
<u>-grill</u> but can prep		Tuesday 12am	

P.O.S. Experience: Y / N    details:

<div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Transportation</div> <div style="height: 50px; vertical-align: bottom; padding: 5px; font-size: 1.5em;">Car</div> <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Certifications (if any)</div> <div style="height: 50px; vertical-align: bottom; padding: 5px; font-size: 1.2em;">Will submit</div> <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Uniforms Owned:</div> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Bistro White</td> <td style="width: 50%;"><input checked="" 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 checked="" type="checkbox"/> Black Pants</td> </tr> <tr> <td><input type="checkbox"/> Black Vest</td> <td><input checked="" 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><input type="checkbox"/> Cut Glove</td> </tr> </table>	<input type="checkbox"/> Bistro White	<input checked="" 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 checked="" type="checkbox"/> Black Pants	<input type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes	<input type="checkbox"/> Long Black Tie	<input type="checkbox"/> Bow Tie	<input type="checkbox"/> Other:	<input type="checkbox"/> Cut Glove	<div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Regions Available to work:</div> <div style="height: 50px;"></div> <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Availability</div> <div style="height: 50px; vertical-align: bottom; padding: 5px; font-size: 1.2em;">Open - early</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Recommendations:</div> <div style="height: 100px; vertical-align: bottom; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Acrobat Academy</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Lead Academy</div> </div> </div> <div style="width: 45%;"> <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Other Languages Spoken:</div> <div style="height: 100px;"></div> </div> </div>
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<input type="checkbox"/> Other:	<input type="checkbox"/> Cut Glove														

# Douglas V Dowdy

(619)832-6820 [m3plusme@gmail.com](mailto:m3plusme@gmail.com) 9129 Rosedale Drive, Spring Valley, CA, 91977

## Professional Summary

Chef/Manager with 40 years' experience in a variety of styles and settings. I have a strong background in banquets and catering. I am very motivated and dedicated with a strong work ethic and strive to maintain a high level of customer service. I have a passion for food and working in a fast-paced environment.

## Skills

Communication  
Creativity

Management  
Customer service

## Experience

### Kitchen Supervisor – Premier Food Foodservices, Del Mar Fairgrounds May 2019 – September 2019

Set-up and supervise multiple locations during the fair and the live meet.  
Helped Chef Barry Schnieder with several special events including the annual Farm to Table Dinner during the fair.

### Kitchen Supervisor – Courtyard by Marriott

August 2018 – May 2019

Supervise Kitchen staff in all kitchen activities.  
Assist Chef with catering events, menu creation and ordering.  
Assist kitchen staff with preparation and service of menu items.

**Chef/Manager – Culinary, Santa Ana, CA**  
**Premier Foodservices, San Diego, CA**

February, 2017 – July 2018  
July, 2012 – February 2017

Received and handled payments  
Resolved problems in an orderly manner  
Effectively communicating with employees and upper management  
Ordering and inventory of all products  
Fulfilled administrative duties  
Enforced health standards  
Help kitchen staff with preparation and service of menu items.  
Create weekly menus with daily specials.

### Meat and Seafood Attendant – Cardiff Seaside Market, CA

March 2010 - May 2012

**Customer Service**

Relayed promotions and sales

Cut and display meat and seafood items.

Preparation of food items on display

Communicated with department heads

Maintained inventory levels

**Education**

Tom's River Community College  
Foodservice Management

North Kingstown High School  
Vocational program: Culinary Arts





ACROBAT OUTSOURCING  
TSC GROUP

## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Douglas Vernon Dowdy Date: 1/17/20  
Home Telephone (619) 337-9464 Other Telephone (619) 832-6820  
Present Address 9129 Rosedale Drive Spring Valley Ca. 91977  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address m3plusme@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Chef/cook Salary desired: \_\_\_\_\_  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
Quick  
Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐  
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐ From: \_\_\_\_\_ To: \_\_\_\_\_  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☐ Name of Referral \_\_\_\_\_ Newspaper ☐ Job Fair ☐ Agency ☐  
Company Website ☒ Other Web Posting ☐ Other Source ☐  
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?  
\_\_\_\_\_

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>any</u>						
PM	<u>any</u>						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes\_\_\_ No X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X No\_\_\_  
State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes X No\_\_\_

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

### EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
North Kingstown High School	N. Kingstown R.I.	12	yes
Ten's River Community College	Ten's River N.J.	1 year	no
Do you have any special licenses, certificates or special training? If so please list under "Special."		(YES)	NO
Are you computer literate? If so, list software knowledge under "Special."		(YES)	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		(YES)	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		(YES)	NO

Special:

2 years Vocational training in Culinary Arts.  
Serve Safe Certificate 40+ years Food Service Experience



### EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

Name and Address of Employer Miho Catering 4596 Russer Rd. S.D. Ca.

Type of Business Catering Telephone No. (619) 323-2860 Supervisor's Name Ryan Bullock

Your Position and Duties Prep and Event chef

Dates of Employment: From Oct. 2019 to \_\_\_\_\_

Reason for Leaving: still working on call

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

#### MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes\_\_\_ No\_\_\_

If so, describe: \_\_\_\_\_

#### JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Barry Schnieder Telephone No. (858) 361-6272

Address \_\_\_\_\_

Occupation: Executive Chef Relationship: Colleague Number of Years Acquainted: 10  
Premier Food Services Supervisor

Name: Greg Branham Telephone No. (619) 665-2226

Address \_\_\_\_\_

Occupation: Chef Relationship: Friend and Colleague Number of Years Acquainted: 3

Name: Ryan Bullock Telephone No. (619) 323-2866

Address \_\_\_\_\_

Occupation: Exec. Chef Relationship: Supervisor Number of Years Acquainted: 2  
Miho Catering



**Please Read Carefully, Initial Each Paragraph and Sign Below**

DD

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.

DD

I hereby authorize Acrobat Outsourcing 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.

DD

I hereby authorize Acrobat Outsourcing 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.

DD

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.

DD

Acrobat Outsourcing 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.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

DD DD

Date

1-17-20



**Multiple Choice (1 point each)**

- d 128 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - d. 128
- c Salad greens 2) Mesclun are what type of vegetable?
- a. Roots
  - b. Beans
  - c. Salad Greens
  - d. Spices
- b 3) What does the term braise mean?
- a. Sear quickly on both sides
  - b. Slowly cook in covered pan with little liquid
  - c. Cook on high heat and quickly
  - d. Slowly cook in simmering water
- b 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
  - b. 165 degrees F
  - c. 175 degrees F
  - d. 185 degrees F
- a 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
  - b. Cook lightly in butter over med heat
  - c. Soak in cold water overnight
  - d. Rub with salt before cooking
- c 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
  - b. Salt
  - c. Brown Sugar
  - d. White Sugar
- a 7) What is Al Dente?
- a. Firm but not hard
  - b. Soft to the touch
  - c. Very hard
  - d. Very soft
- a 8) Food should be left out no more than \_\_\_\_\_
- a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours

**Prep Cooks Test**

- C 9) Which is the improper way to thaw frozen food?
- a. In the fridge
  - b. In a sink with cold water
  - ☒ c. On the counter
  - d. In the microwave
- a 10) Which of the following can you use to put out a grease fire?
- ☒ a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- b 11) What is the temperature range of the danger zone?
- a. 25-135
  - ☒ b. 40-140
  - c. 50-160
  - d. 30-130
- d 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - ☒ d. Mince, dice, chop
- C 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
  - b. Turned towards you for better control
  - ☒ c. Turned towards the right or left at all times
  - d. Over the countertop at all times
- C 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - ☒ c. Liquid
  - d. Oil
- a 15) Which spoon is used to remove fat from soups and stews?
- ☒ a. Basting Spoon
  - ☒ b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- b 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - ☒ b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry



## Prep Cooks Test

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- a 17) What is a Julien cut?
- a. Food cut into long thin strips, matchstick
  - b. Food cut into long thin strips then turned and cut into a 1/8' dice
  - c. Food diced into finely chopped and uniform pieces
  - d. Cutting and peeling into oblong seven sided football like shapes
- a 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.
- a. Sweat
  - b. Boil
  - c. Roast
  - d. Grill

**Fill-in the Blank (1 point each)**

- 19) Salt & pepper are the basic seasoning ingredients for all savory recipes.
- 20) brunoise: to cut into very small pieces when uniformity of size and shape is not important.

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

Employee Name: Douglas Dowdy  
Start Date: 1/17/2020

**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: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**WAGE INFORMATION**

Rate(s) of Pay: \$13.00 Overtime Rate(s) of Pay: \$19.50

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: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ 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)

Elyse Colbert  
(PRINT NAME of Employer representative)  
[Signature]  
(SIGNATURE of Employer Representative)  
1/17/20  
(Date)

Doug Daully  
(PRINT NAME of Employee)  
[Signature]  
(SIGNATURE of Employee)  
1/17/2020  
(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.





### Earned Sick Leave and Minimum Wage Employee Notification Form

Legal Name of Hiring Employer: S.E. Scher Corp  
D/B/A of Hiring Employer (if different than Legal Name): Acrobat Outsourcing  
Employer's Address: 2525 Camino Del Rio South Ste. 310, San Diego, CA 92108  
Employer's Phone number: 858-771-0010  
Employee Name: Doug Dowdy  
Employee Start Date: 1/17/2020

#### As of July 11, 2016, all Employers must:

- Pay no less than \$10.50 per hour and provide paid sick leave to all employees who perform at least two (2) hours of work in one work week within the geographic boundaries of the City of San Diego
- Allow employees to begin using accrued sick leave after the ninetieth (90) day of employment or after July 11, 2016, whichever is later
- Post the Earned Sick Leave and Minimum Wage notices published each year by the City in a conspicuous place at workplace or job site where employees work
- Create contemporaneous records documenting employees' wages earned and accrual and use of earned sick leave. These records must be provided to employees on a regular basis and retained by employer for at least three (3) years
- Allow Enforcement Official reasonable access to the workplace to inspect and interview witnesses in furtherance of an investigation

#### Employee rights:

- Employees who assert any rights provided in the Earned Sick Leave and Minimum Wage Ordinance are protected from retaliation
- Employees may file a civil lawsuit against their employers for any violation of the Ordinance or may file a complaint with the City of San Diego Enforcement Office

If you have questions, need additional information or believe your employer has violated any provision of this law, please contact your employer or visit the City of San Diego Minimum Wage Enforcement Office website at:

<https://www.sandiego.gov/treasurer/minimum-wage-program>

#### Acknowledgement of Receipt:

Elyse Colbert  
(PRINT NAME of Employer representative)

[Signature]  
(SIGNATURE of Employer Representative)

1/17/20  
(Date)

~~Doug Dowdy~~ Doug Dowdy  
(PRINT NAME of Employee)

[Signature]  
(SIGNATURE of Employee)

1/17/2020  
(Date)

*The employee's signature on this notice merely constitutes acknowledgement of receipt.*