

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Christopher Jacobs

Taborca ID: 55833

Date of Hire: 2 / 4 / 2020

Date of Re-Act: / /

New employee set up

- | | |
|---|---|
| <ul style="list-style-type: none"><input checked="" type="checkbox"/> E-verify<input checked="" type="checkbox"/> Hire Right EE<input checked="" type="checkbox"/> Hire Right Internal (upload any list A docs)<input type="checkbox"/> Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign<input checked="" type="checkbox"/> Notice to Employee Completed | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Added to Orientation Time Sheet<input checked="" type="checkbox"/> Attended New Hire Orientation<input checked="" type="checkbox"/> Background Check<input checked="" type="checkbox"/> New Hire List (All fields)<input checked="" type="checkbox"/> Check Taborca Profile (All fields)<input checked="" type="checkbox"/> Upload Resume and Skills Tests (one doc)<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

Christopher Jacobs II

Submission Date
January 28, 2020 22:20

First Name	Christopher
Last Name	Jacobs II
E-mail Address	cj008826@gmail.com
Phone	8313130166
Address	2110 pecan ct
Unit or Number	N/A
City, State	Hollister
Zip Code	95023
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?	Feb 28, 2020
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday PM Friday PM Saturday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	N/A
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
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	CA

Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Gilroy high school
City & State	Gilroy CA
Grade/Degree	12
Graduated?	Yes
Do you have any special licenses? (If so, label under "Special")	No
Are you computer literate? (If so, label which programs under "Special")	No
Are you proficient with Point of Sale systems? (If so, label which under "Special")	No
Do you have any experience, training, qualifications or special skills? (If so, label under "Special")	No
Are you currently employed?	No
Can we contact your current employer?	No
Name and Address of Employer	American tire
Type of Business	Wearhouse
Phone Number	4087913781
Your Position & Duties	Work on a man lift sourt tires
Date of Employment (from/to):	11/13/2019 1/28/2020
Reason for Leaving	Laidoff
Still Employed:	No
Still Employed:	No
Still Employed:	No
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:	N/A
First Name	Marina
Last Name	Mendonca
E-mail Address	mmendonca@fcservices.org
Phone	4088414310
Relationship:	Counselor
Years Acquainted:	2 months
I hereby certify that I have not knowingly withheld any	(Checked box indicates acknowledgement)

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.

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital Signature (Type Name): Christopher Jacobs II

Date: Jan 28, 2020

Interview Note Sheet
Dishwasher

Applicant Information	
Name: <u>Christopher Jacobos</u>	Interviewer: <u>Ngoc</u>
Date: <u>2/4/2020</u>	Rate of Pay: <u>\$20/hr FB Only</u>
Position (s) Applied for: <u>Dish</u>	Referred by: <u>Zip R</u>

Job Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	<u>1</u> /10	<u>70</u> %	Housekeeping	/16	%

Seeking
<u>Full-Time</u>
Part-Time

Total of <u>3yrs</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 - Rinse</u> <u>2 - Wash</u> <u>3 - Sanitize</u>	<u>No</u>	<u>Stayed after hours to close up</u>	<u>- 3yrs dish exp.</u>

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

Transportation	Residence/Address to work
<u>Public Trans.</u>	<u>Hollister - South Bay</u>
Certifications/Training	Availability
<u>N/A</u>	<u>Open, mornings/afternoons preffered</u>
Uniforms/Attire	Other/Additional Notes
<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"/> 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"/> Acrobat Academy <input type="checkbox"/> Lead Academy	<u>N/A</u>

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Christopher Jacobs
Email: CJ008826@gmail.com
Phone number: 831-318-0166

Working Experience:

Company Name: American Tires
Dates of Employment: 10/15/2019 - 01/20/2020
Job Responsibility: warehouse 1

- - work on a standing fork lift
- - had to move tires
- - has to have trucks ready for shipping

Company Name: _____
Dates of Employment: _____
Job Responsibility: _____

- -
- -
- -
- -

Company Name: _____
Dates of Employment: _____
Job Responsibility: _____

- -
- -
- -
- -

Skills

- -
- -
- -
- -

Dishwasher Test

Score 7/10

70%

- 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
- a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- C 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
- A 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

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEEEmployee Name: Christopher JacobsStart Date: 2/4/2020**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 CompaniesPhysical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126Telephone Number: (408) 844-0772**WAGE INFORMATION**Rate(s) of Pay: \$20/hr FB Only Overtime Rate(s) of Pay: \$30/hr FB OnlyRate 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 ☐ NoIf 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



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: Christopher Jacobs Date: 2/4/20

Signature: Chris Jacobs #