

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Hasen Hassen

Taborca ID: 56256

Date of Hire: 3/9/2020

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

Cook

Applicant Information					
Name: <u>Hasen Hasen</u>			Interviewer: <u>Ngoc Ho</u>		
Date: <u>3/9/2020</u>			Rate of Pay: <u>\$19-\$22</u>		
Position (s) Applied for: <u>Prep Cook</u>			Referred by: <u>U</u>		

Test Scores						Seeking:	
Server	/35	%	Bartender	/30	%	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	
Prep Cook	<u>14/20</u>	<u>70</u> %	Barista	/10	%		
Grill Cook	/40	%	Cashier	/10	%		
Dishwasher	/10	%	Housekeeping	/16	%		

Relevant Experience & Summary of Findings			
Total of <u>2 yrs</u> 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:
No formal training, more restaurant experience	N/A	Inform the chef and adjust it accordingly	

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

Transportation		Reasons Available to work	
Car		→ prefers morning	
Certifications (if any):		Availability:	
N/A		→ South Bay	
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"/> 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"/> Acrobat Academy <input type="checkbox"/> Lead Academy	<input type="checkbox"/> Give Language School

Hassen Hassen

Submission Date
March 6, 2020 16:58

First Name	Hassen
Last Name	Hassen
E-mail Address	ozziehassen@gmail.com
Phone	4086467760
Address	570 S 6th St Apt 12
Unit or Number	4086467760
City, State	SAN JOSE
Zip Code	95112-5646
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	Cook
Are you applying for:	Full-Time
When can you start?	Mar 12, 2020
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday PM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM 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
State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.	California
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	Willow Glen High School

City & State	San Jose
Grade/Degree	High school or equivalent in high school diploma
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	Norman Y. Mineta San Jose International Airport, 1701 Airport Blvd, San Jose, CA 95110
Type of Business	Sushi Boat
Phone Number	(408) 998-2400
Your Position & Duties	Prepping and Cooking
Date of Employment (from/to):	10/2019
Reason for Leaving	Still Employed
Still Employed:	Yes
Name and Address of Employer	Wild Groves 9385 Old State Hwy, Newcastle, CA 95658
Type of Business	extra virgin olive oils and other gourmet foods
Phone Number	(844) 813-1241
Your Position & Duties	Packaging, Packaging and Labeling
Date of Employment (from/to):	April 2016 to December 2017
Reason for Leaving	move to San Jose
Still Employed:	No
Name and Address of Employer	975 The Alameda #10, San Jose, CA 95126
Type of Business	Chipotle Mexican Grill
Phone Number	(408) 288-9172
Your Position & Duties	Cooking and Cashier
Date of Employment (from/to):	December 2017 to July 2019
Reason for Leaving	looking for new challenges at work
Still Employed:	No
First Name	Dewey

Last Name Lucero
E-mail Address fox@wildgroves.com
Phone (844) 813-1241
Relationship: previous boss
Years Acquainted: 2
First Name Hassen
Last Name Hassen
E-mail Address ozziehassen@gmail.com
Phone 4086467760

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

(Checked box indicates acknowledgement)

local criminal justice and law enforcement agency and general public records history.

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):

Hassen Hassen

Date:

Mar 6, 2020

Please Attach Resume Below

Hassen-Hassen Resume.pdf



NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Hassen Hassen
Start Date: 3/9/2020

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: \$19-22/hr Overtime Rate(s) of Pay: \$28.5-33/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:

- 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)

(Date)

3/9/2020

Uddh J. Hassen
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

(Date)

3/9/2020

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.

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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

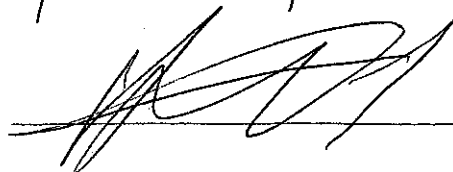
Name:

Hosson / Hussen

Date:

3/9/2020

Signature:



HASSEN HASSEN

San Jose, CA 95112

ozziehassen@gmail.com

(408) 646-7760

Willing to relocate: Anywhere

Authorized to work in the US for any employer



WORK EXPERIENCE

Cooking and Cashier

Chipotle - San Jose, CA

December 2017 to July 2019

Chipotle was a learning experience for me. It let me work multiple types of food and different cooking styles

Packaging and labeling

wild Groves - Newcastle, CA

April 2016 to December 2017

It's a small company located in Sacramento I work in the warehouse it was a great experience My job Detail was taken order and ship throughout the day also a bottle of olive oil's and label them

Prepping

Old spaghetti factory - San Jose, CA

June 2015 to October 2016

It's not a bad work experience you learn new things everyday sometimes you even meet new people. All you have to do is come in and do your job and your day will go as expected as long you know the three main skills :

1. Positive attitude
2. Communication
3. Teamwork



EDUCATION

associate's degree

American River College

2015 to 2017

High school or equivalent in high school diploma

Willow Glen High School - Willow Glen, UT

July 2011 to April 2015



SKILLS

- **Cooking (2 years)**
- **Cashier**
- **Packaging**
- **Packaging (1 year)**
- **Labeling (1 year)**



ADDITIONAL INFORMATION

Skills

1. Prepping
2. Cooking
3. Packaging
4. Cashier
5. Labeling

Multiple Choice (1 point each)

- _____ 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - ☒ d. 128
- _____ 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - ☒ c. Salad Greens
 - d. Spices
- _____ 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
- _____ 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
- _____ 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
- _____ 6) Which of the following ingredients would you pack before measuring?
- ☒ a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- _____ 7) What is Al Dente?
- ☒ a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- _____ 8) Food should be left out no more than
- ☒ a. 2 hours
 - b. 3 hours
 - ☒ c. 4 hours
 - d. 5 hours

70%

- 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
- 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - ☒ d. Water
- 11) What is the temperature range of the danger zone?
- a. 25-135
 - ☒ b. 40-140
 - c. 50-160
 - d. 30-130
- 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
- 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
- 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - ☒ c. Liquid
 - d. Oil
- 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - ☒ b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- 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

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

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) Dice : to cut into very small pieces when uniformity of size and shape is not important.

