

**Acrobat**  
outsourcing  
Your Hospitality Staffing Professionals

Name: Enriqueta Deanda

Taborca ID: 6734

Date of Hire:     /    /    

Date of Re-Act: 3/14/18

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 (Asurint)               |
| <input type="checkbox"/> Direct Deposit (Scan to Payroll) and/or                 | <input checked="" type="checkbox"/> New Hire List (All fields)               |
| Global Cash Card – complete the form &   | <input checked="" type="checkbox"/> Check Taborca Profile (All fields)       |
| 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 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



## 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 Enriqueta De Anda Date: 03/14/2018  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (408) 477-6093  
 Present Address Maple Leaf RV Park 15200 Monterey Rd. 95037  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address pavilonia@mail.com

### EMPLOYMENT DESIRED

Position applying for: prep-cook Salary desired: \$16.00

Are you currently registered with any staffing and/or employment agencies? If so, please list

Indeed Jobs

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: Monday To: Friday

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☐ Name of Referral My sdp 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? ASAP

**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>off</u>	<u>A</u>	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>	<u>5:00</u>	<u>off</u>
PM	<u>off</u>	<u>2:30</u>	<u>2:30</u>	<u>2:30</u>	<u>2:30</u>	<u>2:30</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 ☐ If yes, when? JUN 2009 - May 2011

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

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

State age if you are under 18 no. 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 ☒ No ☐

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Your Hospitality Staffing Professionals

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.) \_\_\_\_\_

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
North Salinas High School	Salinas Ca.	10th	no
NV Makeup Academy	San Jose Ca.	yes	yes
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	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<u>YES</u>	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	<u>NO</u>
Special:			

## 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 \_\_\_\_\_

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

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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 \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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: Luis Fuentes Telephone No. (408) 595-4998

Address \_\_\_\_\_

Occupation: Chef Cook Relationship: Friend Number of Years Acquainted: 8

Name: Sandy Luck Telephone No. (650) 556-4533

Address 50 Dumbarton Ave Redwood City 94063

Occupation: Supervisor Relationship: Friend Number of Years Acquainted: 8

Name: Alejandra Cruz Telephone No. (831) 269-6520

Address \_\_\_\_\_

Occupation: Supervieser Relationship: Friend Number of Years Acquainted: 11  
in payroll

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

E.D.A. 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.

E.D.A. 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.

E.D.A. 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.

E.D.A. 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.

E.D.A. 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 Craig V. Arch Date 03/14/2018

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

#6734

First and Last Name: Enriqueta De Anda  
Email: pavilonia@gmail.com  
Phone number: (408) 997-6093

## Working Experience:

Company Name: Appel  
Dates of Employment: Mar - September  
Job Responsibility: 2011 - 2011

- Preping Salads
- and preping for the nex day
- 
- 

Company Name: Stanford  
Dates of Employment: October - April  
Job Responsibility: 2012 - 2013

- Doing the grilled
- Salad bar and Drink's
- and working in the hot line
- and serving ~~in~~ food

Company Name: Saratoga Centard  
Dates of Employment: Agosto - December  
Job Responsibility: 2017 - 2017

- Preping fruit
- Preping Sandwiches
- working in the line
- doing light cooking making only eggs

## Skills

- Making Cold and hot Sandwiches
- Cutting fruit
- Workin in the line
-





# Interview Note Sheet

6734

## Applicant Information

Name: Enriqueta De Andia

Interviewer: Nadearl

Date: 3/14/18

Rate of Pay: \$16

Position (s) Applied for: Prep Cook / Server

Referred by:

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	<u>4/20/15</u>	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

☒ Full-Time

☐ Part-Time

## Relevant Experience & Summary of Strengths

Total of 5 in Food Service/Hospitality

Very Nice gal  
re-act

slow paced

AMS  
Weekdays  
only

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

## Transportation

☒ Car

☐ Public Transit

☐ Carpool ( Rider / Driver )

## Regions Available to work:

SF City

SF North

☒ SF Peninsula

East Bay

Outer East Bay

☒ San Jose

☒ South San Jose

SJ Peninsula

## Certifications (if any)

TIPS actm

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

☒ AM only

PM only

☒ Weekdays only

Weekends only

Details:

No

## Uniforms Owned:

Bistro

Black Bistro

Tuxedo

☒ 1/2 Tuxedo

Black Vest

Long Black Tie

☒ Chef Coat

Chef Pants

Knives

☒ Black Pants

☒ Non-Slip Shoes

Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

yes

Convention Candidate?

yes

Other Languages Spoken:

Spanish



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

**EMPLOYEE**

Employee Name: Enrique Deanda

Start Date: 3/13/18

**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: \$16 Overtime Rate(s) of Pay: \_\_\_\_\_

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:

- 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)*

Nadeane Nielsen  
(PRINT NAME of Employer representative)

\_\_\_\_\_  
(SIGNATURE of Employer Representative)

\_\_\_\_\_  
(Date)

[Signature]  
(PRINT NAME of Employee)

\_\_\_\_\_  
(SIGNATURE of Employee)

\_\_\_\_\_  
(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.

# Enriqueta De Anda

## PERSONAL INFORMATION

Permanent Address: 10341 Juliet Park Dr San Jose Ca 95127  
Phone No: 408-477-6093  
E-mail: pavilonia@gmail.com

## OBJECTIVE

I am a dedicated person who wants to use her skills and education to help the company goals at the position that im assigned to.

## EDUCATIONAL HISTORY

Salinas high school  
credits on evergreen college business class  
A-levels - (Math, Physics, Chem.)

## WORK EXPERIENCE

### PINELOS COMPUTER INC

MAY 2011 -FEB 2017

customer service  
computer diagnostics maintenance services  
cellphone diagnostics  
and a large computer services

### ACROBAT OUTSOURCING

JUNE 2009 - MAY 2011

APPLE INC.

Responsible primarily for cooking the food along with the sous chefs, who are the head chef's second in command

STANDFORD MEDICAL CENTER

Prepare or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas. Clean or sanitize work areas, utensils, or equipment.

### SEARS

FEB 1991 - APRIL 2004

GENERAL MANAGER ON DIFERENT AREAS  
JEWELRY,KIDS , MENS , SHOES DEPARMENT

## PROFESSIONAL REFERENCES

ALEXANDRIA GARCILAZO	GENERAL MANAGER ACROBAT	831-269-6520
ERIK PINELO	CEO PINELOS COMPUTER INC	408-674-2537
LUIS FUENTE	GENERAL MANAGER STANDFORD MEDICAL CENTER	408-595-4998
SANDY LUCK	MANAGER ASSISTANT	650-556-4533

## SKILLS

Bilingual skills  
English And Spanish  
Easy Comunication  
Customer Service  
Computer Administrative  
Store management

## AWARDS AND ACHIEVEMENTS

- Earned a promotion from an entry-level position to lead specialist for my department.
- Received annual performance bonuses based on solid evaluations from management.
- Successfully completed major systems update within a tight one-month deadline.
- Efficiently resolved many client issues, often earning praise from clients for my efforts.



**Multiple Choice (1 point each)**

- d 1) A gallon is equal to <sup>1.28</sup>d ounces
- a. 56
  - b. 145
  - c. 32
  - d. 128
- c 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
- b 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

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- d 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
- g 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
- b 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- d 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

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

