

ACROBAT OUTSOURCING
TSC GROUP

Javar Fitzgerald

Taborca ID: 8389

Date of Hire: 2/13/2013

Date of Re-Act: 9/30/2019

- | | |
|---|---|
| <input type="checkbox"/> E-verify | <input type="checkbox"/> New Hire List (All fields) |
| <input type="checkbox"/> Hire Right EE | <input type="checkbox"/> Check Taborca Profile (All fields) |
| <input type="checkbox"/> Hire Right Internal (upload any list A docs) | <input type="checkbox"/> Upload Resume and Skills Tests (one doc) |
| <input type="checkbox"/> Notice to Employee Completed | <input type="checkbox"/> Upload Food Handler's Card |
| <input type="checkbox"/> Added to Orientation Time Sheet | <input type="checkbox"/> Presented |
| <input type="checkbox"/> Background Check | <input type="checkbox"/> Emailed |

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
- ☒ 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
- ☒ 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 it's been over a year since last shift
- ☒ Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

Name: <u>Javar Fitzgerald</u>		Interviewer: <u>Ngoc Ho</u>
Date: <u>9/27/2019</u>		Rate of Pay: <u>\$19/hr</u>
Position (s) Applied for: <u>Cashier/Concessions</u>		Referred by: <u>CL</u>

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Reliability, Experience & Summary of Strengths

Total of 20yrs in Food Service/Hospitality

- open weekends,
- okay w/ on-call
- Hired for Levi's

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

<input checked="" type="radio"/> Car	Public Transit	Carpool (Rider / Driver)
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LA	OC	<u>South Bay</u>
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TIPS	Serv-Safe	LEAD	<input checked="" type="radio"/> Other <u>FHC</u>	<input checked="" type="radio"/> Will Submit
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<input checked="" type="radio"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	Black Pants	<input checked="" type="radio"/> Non-Slip Shoes	Bow Tie

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Employment Application San Jose



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.

Your Contact Information

First Name	Javar
Last Name	Fitzgerald
E-mail Address	jaedaone@gmail.com
Phone	(831)265-9748
Address	1855
Unit or Number	Luby
City, State	San Jose CA
Zip Code	95133
What region(s) are you applying to work within?	San Jose
Which position(s) are you applying for?	cashier
Are you applying for:	Full-Time Part-Time

When can you start?

Friday, September 27, 2019

Can you work overtime?

Yes

How did you hear about us?

Craigslist

**What days/times can you work?
Select all that apply:**

Monday AM

Monday PM

Tuesday AM

Tuesday PM

Wednesday AM

Wednesday PM

Thursday AM

Thursday PM

Friday AM

Friday PM

Saturday AM

Saturday PM

Sunday AM

Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

November 17 - 21 I'm going out of town.

**Have you ever applied to or worked
for Acrobat before?**

Yes

Do you have any friends or relatives working for Acrobat? 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

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

Education & Skills

Please Indicate Highest Level Achieved

Name of School

Independence High School

City & State

San Jose CA

Grade/Degree

High School Diploma / Graduated

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")

Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special")

Yes

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Yes

Special:

Culinary Arts / Pastry and Baking

Employment History

Are you currently employed?

No

Can we contact your current employer?

Yes

Most Recent Employers

Name and Address of Employer

Casino M8trix

1887 Matrix Blvd
San Jose CA 95110

Type of Business

CAsino

Phone Number

(408)244-3333

Your Position & Duties

Sous Chef

Date of Employment (from/to):

05/2016 - 08/2019

Reason for Leaving

Needed to be in a new and better work enviornment.

Still Employed:

Yes

Name and Address of Employer

Bon Appetit / VM Ware

3425 Hillview Ave,
Palo Alto CA 94304

Type of Business

Culinary

Phone Number

(800)580-4985

Your Position & Duties

Lead Cook / Indian Cuisine, Pizza, Grill, Pasta, and Asian Cuisine.

Date of Employment (from/to):

03/2013 - 04/2016

Reason for Leaving

I wanted to make more money to be able to support my wife and kids.

Still Employed:

No

Name and Address of Employer

Addeco / Apple Computers

Mountain View CA

Type of Business

Apple

Phone Number

415)531-7838

Your Position & Duties

Lead cook , vegetarian station.

Date of Employment (from/to):

06/2011 - 03/2013

Reason for Leaving

I wanted to make more money for what i went to school for. I also wanted to learn more.

Have you ever been fired from a previous place of employment? If yes, please explain:

No

Military Service

Job Related References

References

First Name	Steve
Last Name	Bright
E-mail Address	jaedaone@gmail.com
Phone	6692331037
Relationship:	business partner

Years Acquainted:

5 yrs

First Name	Derrick
Last Name	Vance
E-mail Address	jaedaone@gmail.com
Phone	(408)217-4103
Relationship:	business partner

Years Acquainted:

25

First Name Rosa
Last Name Rodriguez
E-mail Address rosarodriguez453@gmail.com
Phone (408)463-8281
Relationship: Business Partner
Years Acquainted: 15

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 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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

which may be in the files of any federal, state, or 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)

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

By signing the document below and clicking the "Submit" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

Applicant Digital Signature (Type Name):

Javar Fitzgerald

Date:

Friday, September 27, 2019

Please attach your resume here, if you do not attach it, please bring a hard copy of your resume to the in-person interview.

Acrobat

outsourcing

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

First and Last Name: Javar Fitzgerald
Email: Javar.Fitzgerald@gmail.com
Phone number: (831) 265-9748

Working Experience:

Company Name: Casino Matrix

Dates of Employment: 5/16 - 6/19

Job Responsibility:

- - Sous Chef Evening
- - place food order
- - run and operate a team of cooks

Company Name: VMWare / Bon Appetit

Dates of Employment: 3/13 - 6/15

Job Responsibility:

- - Lead Cook (Indian Cuisine)
- - Create Weekly menu
- - prep and cook for company employees

Company Name: Apple Computers

Dates of Employment: 02/11 - 3/13

Job Responsibility:

- - Vegetarian Cook / Lead Cook
- - prepare weekly menu

Skills

- - Culinary Arts / Baking and Pastry

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Javar Fitzgerald
Start Date: 9/27/2019

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
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/hr Overtime Rate(s) of Pay: \$28.5/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: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th 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)

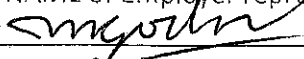
- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or 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)

Ngoc Ho

(PRINT NAME of Employer representative)



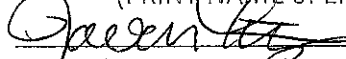
(SIGNATURE of Employer Representative)

9/27/2019

(Date)

Javar Fitzgerald

(PRINT NAME of Employee)



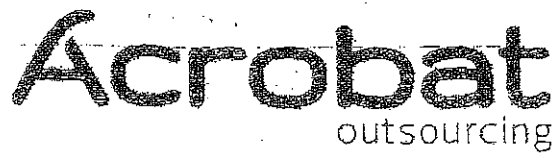
(SIGNATURE of Employee)

9/27/19

(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: Javar Fitzgerald Date: 9/27/19

Signature: Javar Fitzgerald

