

Date 4.16.13

Name ANNA FIALOVA

Address  
266 21 ST AVE  
APT 103  
SAN FRANCISCO CA  
94121-2139

**Offer Letter & Acknowledgment**

Acrobat Outsourcing is pleased to offer you a position as: CHEF

- Position at the rate(s) of \$ \_\_\_\_\_ per hour starting on \_\_\_\_\_.

This offer is contingent upon satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire.

**ACCEPT Job Offer**

By signing and dating this letter below, I, \_\_\_\_\_, accept this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature \_\_\_\_\_



Date 4.16.14

**OR**

**DECLINE Job Offer**

By signing and dating this letter below, I, \_\_\_\_\_, decline this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

By accepting a job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages, and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager contact Acrobat Outsourcing.



# Interview Note Sheet

## Applicant Information

Name: Anna Fiatova	Interviewer: Tarlena
Date:	Rate of Pay:
Position(s) Applied for: Vegan cook	Referred by: Dropbox

Test Scores						Seeking:
Server	/35	%	Bartender	/30	%	Full-Time
Prep Cook	/15	%	Barista	/10	%	Part-Time
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths					
Knife Skills	Europe			Total of 10 yrs in Food Service	
About 9 out of 10	Czech Republic	<ul style="list-style-type: none"> <li>- Hotel dining</li> <li>- Prep, grill</li> </ul>			<ul style="list-style-type: none"> <li>Familiar with extensive vegan food</li> <li>- vegan herself</li> </ul>
Cuisines	French Rest - Europe				
1 Vegan	<ul style="list-style-type: none"> <li>- Breakfast, crepes</li> <li>- Culinary catering, weddings</li> </ul>				
2 Vegetarian					
3 Czech, Raw					
Stations: American	VEGAN			Executive 2 1/2 yrs	
1 Panini	<ul style="list-style-type: none"> <li>Morimoto</li> <li>Management</li> <li>- Create menu/ every week</li> <li>- 200 recipes</li> </ul>			<ul style="list-style-type: none"> <li>2 1/2 yrs</li> <li>- Payroll, ordering</li> </ul>	
2 Grill					
3 Salads					
P.O.S. Experience: Y / N	details:				

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	Serv-Safe	LEAD	Other _____	Will Submit

Availability				
Open	AM only	PM only	Weekdays only	Weekends only
Details:				

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?			Convention Candidate?			Other Languages Spoken:



Name: ANNA FIALOVA

What is your means of transportation?

Car  Public Transit  Occasional Car

Are you interested in carpool?

Rider  Driver  Not Interested

What is your work interest?

Full Time  Part Time  Same Day

Please select the uniforms you own:

<input type="checkbox"/> Black Vest	<input type="checkbox"/> Business Casual	<input checked="" type="checkbox"/> Black Chef Pants
<input type="checkbox"/> Bowtie	<input type="checkbox"/> Business Professional	<input type="checkbox"/> Checkered Chef Pants
<input type="checkbox"/> Black Bistro	<input checked="" type="checkbox"/> Chef Knives	<input type="checkbox"/> Khakis & Polo
<input type="checkbox"/> White Bistro	<input checked="" type="checkbox"/> Chef Whites	<input type="checkbox"/> 1/2 Tuxedo (No Jacket)
		<input type="checkbox"/> Tuxedo w/ Jacket

Please select the areas in which you have at least 6 mos. professional experience:

<input checked="" type="checkbox"/> Corporate Kitchen	<input checked="" type="checkbox"/> Catering/Banquet	<input checked="" type="checkbox"/> Restaurant/Café	<input type="checkbox"/> Warehouse/Utility
<input type="checkbox"/> DW/Porter/Utility	<input checked="" type="checkbox"/> Fine Dining	<input type="checkbox"/> Conventions/Event	<input type="checkbox"/> Stadium/Arena
<input checked="" type="checkbox"/> Captain/Manager	<input type="checkbox"/> Office Help.		
	<input type="checkbox"/> Food Demonstrator	<input type="checkbox"/> Housekeeping	

Please select the areas where you are willing to work:

<input checked="" type="checkbox"/> SF - City	<input type="checkbox"/> SJ - Central
<input type="checkbox"/> SF - East Bay	<input type="checkbox"/> SJ - East (South of 580)
<input type="checkbox"/> SF - North	<input type="checkbox"/> SJ - Outer Area
<input type="checkbox"/> SF - Outer East Bay	<input type="checkbox"/> SJ - Peninsula (South of I-92)
<input type="checkbox"/> SF - Peninsula (North of I-92)	<input type="checkbox"/> SJ - South

Are you fluent in any other languages? (please list)

Are you familiar with any POS systems? (please list: i.e., ALOHA, MICROS, SQUIRREL)

How did you hear about Acrobat Outsourcing?

Emergency Contact: (must complete)

Name: JAN VNUK Phone: 415-218-6187 Relationship: FRIEND



## New Hire Acknowledgement Form

### For Employer

- Additional Information Sheet
- Application
- I-9
- W-4
- Offer Letter
- Essential Care Benefits
- Background Authorization Release
- Sexual Harassment Prevention Policy
- Global Gold Card / Direct Deposit Form
- Designation of Personal Physician/Emergency Contact Form
- Confidentiality & Non-Disclosure Agreement
- Labor Code Section 2810.5

### For Employee

- New Hire Orientation Manual
- Workers' Compensation Pamphlet
- Sexual Harassment Pamphlet
- California Disability Insurance Pamphlet
- California Paid Family Leave Pamphlet
- Unemployment (For Your Benefit) Pamphlet
- Safety & Sanitation Guidelines

### Inform

- State & Federal Poster
- Minimum Wage Poster
- Wage Order Poster

All of these items have been explained to me:

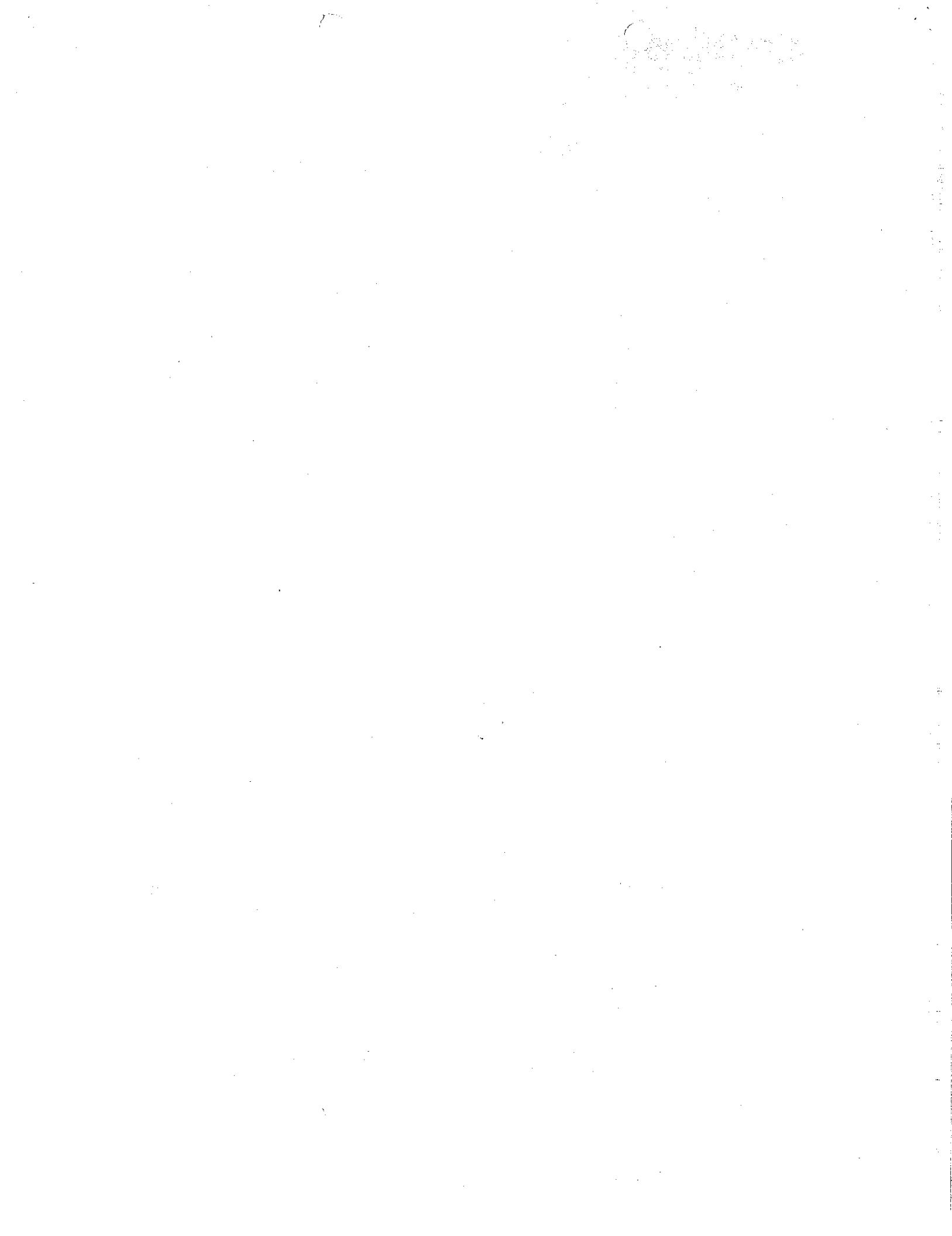
ANNA FIALCOVA

Print Name

  
\_\_\_\_\_  
Signature

04-16-14

Date



# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

## Corrective Counseling Form

Employee's Name:	Anna Fialova	Date of Hire:	4/21/2014
Job Title:	Specialty Cook	Office/Dept.:	Tuck Shop
Manager's Name/ Others Present	Phillip Fairchild	Today's Date:	01/09/2018
	Paul Ricket		

**REASON FOR COUNSELING:** (Manager's Instructions): Describe the performance problem(s), policy violation(s), and/or inappropriate conduct that make this counseling necessary. Provide specific examples of the problem(s), including times, dates and places. Cite any previous discussions or counsels that management may have had with the employee about the same or similar problem(s). Continue on back of this page or attach additional sheets, if needed.

On Thursday 1/4 Anna displayed attitude / disrespectful actions toward both Eddie and Ramon, her supervisors. Anna refused to listen to Ramon's work plan. Anna dismissed Ramon's instructions on his staffing of the station. Would not utilize the staff given to her. Later in the night she was disrespectful / confrontational with Ramon. Other staff heard this. This has been an ongoing coaching for Anna and it is time to remind her the severity of her behavior and the impact it has on her coworkers and her environment.

**ACTION PLAN - REQUIRED CHANGES:** Describe the specific performance and/or job-related behaviors that must change. Describe what the employee must do, and if appropriate, what the organization or manager will do to help achieve the desired level of performance. If appropriate, indicate a specific time frame

which performance must improve.

Must be respectful to entire management team and co workers

Don't worry about work outside your responsibilities

Any further disrespectful actions will result in immediate removal from Dropbox.

This is a Written Warning. Failure to correct the problem(s) described above may result in further disciplinary action, up to and including termination of employment at any time.

**MANAGER'S SIGNATURE:**

Discussed with employee by:

(Employee's Supervisor)

Specialty Cook

1/9/17  
(Date)

**WITNESS'S SIGNATURE (if applicable)**

Phill Fairchild  
(Name)

On-Site Supervisor  
(Title)

1/9/17  
(Date)

**EMPLOYEE ACKNOWLEDGMENT:**

By signing below, I acknowledge that I have received and understand this counseling. I understand what the expectations are for improvement and that my continued employment may be in jeopardy if I fail to correct the problems described above. I understand I may respond in writing to this counseling and that my response will be placed in my personnel file. Finally, I understand that I may discuss this counseling with a higher level of management, if I wish, without fear of retaliation.

Don't upload in file

(Employee's Signature)<sup>1</sup>

(Date)

**EMPLOYEE'S COMMENTS:** (continue on back of page or attach additional sheets, if necessary):

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**Original to Employee's Personnel File / Copy to Manager / Copy to Employee**

<sup>1</sup> **Manager's Note:** If employee declines to sign, write "Employee Declined To Sign" on signature line. If practical, have another manager present who can sign this form as witness that counseling discussion did occur. Give a copy of completed form to employee, whether he/she signed it or not.