

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 [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: <u>Anna Fialova</u>	Interviewer: <u>Tarlena</u>
Date:	Rate of Pay:
Position (s) Applied for: <u>vegan cook</u>	Referred by: <u>Dropbox</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
<p><u>Knife Skills</u> <u>Europe</u> About 9 out of 10 - Hotel Dining - Prep, Grill</p> <p><u>Cuisines</u> 1. <u>vegan</u> 2. <u>vegetarian</u> 3. <u>Czech, Raw</u></p> <p><u>Stations:</u> <u>American</u> 1. <u>Pastry</u> 2. <u>Grill</u> 3. <u>Salads</u></p>	<p><u>Total of 18 YRS in Food Service</u> - Familiar with extensive <u>vegan</u> Food - <u>vegan</u> - <u>herself</u> - <u>culinary school</u></p> <p><u>French Rest - Europe</u> - <u>breakfast</u>, <u>crepes</u> <u>catering</u>, <u>weddings</u></p> <p><u>VEGAN</u> <u>Manager</u> - <u>create menu</u> every week - <u>200 Recipes</u> <u>Executive</u> 2 1/2 YRS <u>pastry</u>, <u>ordering</u></p>

Transportation		
Car	<u>Public Transit</u>	Carpool (Rider / Driver)

Regions Available to work:				
<u>SF City</u>	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				
<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
Details: _____				

Uniforms Owned:						
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie	
<u>Chef Coat</u>	<u>Chef Pants</u>	<u>Knives</u>	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:

<u> </u> Black Vest	<u> </u> Business Casual	<u> ✓ </u> Black Chef Pants
<u> </u> Bowtie	<u> </u> Business Professional	<u> </u> Checkered Chef Pants
<u> </u> Black Bistro	<u> ✓ </u> Chef Knives	<u> </u> Khakis & Polo
<u> </u> White Bistro	<u> ✓ </u> Chef Whites	<u> </u> 1/2 Tuxedo (No Jacket)
		<u> </u> Tuxedo w/ Jacket

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

<u> ✓ </u> Corporate Kitchen	<u> ✓ </u> Catering/Banquet	<u> ✓ </u> Restaurant/Café	<u> </u> Warehouse/Utility
<u> </u> DW/Porter/Utility	<u> ✓ </u> Fine Dining	<u> </u> Conventions/Event	<u> </u> Stadium/Arena
<u> ✓ </u> Captain/Manager	<u> </u> Office Help		
<u> </u> Food Demonstrator	<u> </u> Housekeeping		

Please select the areas where you are willing to work:

<u> ✓ </u> SF - City	<u> </u> SJ - Central
<u> </u> SF - East Bay	<u> </u> SJ - East (South of 580)
<u> </u> SF - North	<u> </u> SJ - Outer Area
<u> </u> SF - Outer East Bay	<u> </u> SJ - Peninsula (South of I-92)
<u> </u> SF - Peninsula (North of I-92)	<u> </u> 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 VUK 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 FIALOVA
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 counselings 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

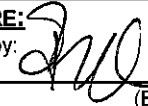

which performance must improve.

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:		SPECIALTY COOK	1/9/17
	(Employee's Supervisor)	(Title)	(Date)
WITNESS'S SIGNATURE (if applicable)			
	Phil Fairchild	ON-SITE SUPERVISOR	1/9/17
	(Name)	(Title)	(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.

Done
uploaded in file

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

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

¹ **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.