ACROBAT OUTSOURCING
TSC GROUP

Michael Sigmon

Taborca ID: 53373

Date of Hire: 9 / 5 / 2019

Date of *Re-Act*: ___/___/___

- ☑ E-verify
- ☑ Hire Right EE
- ☑ Hire Right Internal (upload any list A docs)
- ☑ Notice to Employee Completed
- ☑ Added to Orientation Time Sheet
- ☑ Background Check

- ☑ New Hire List (All fields)
- ☑ Check Taborca Profile (All fields)
- ☑ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card
  - ☐ Presented
  - ☐ 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

First Name	Michael
Last Name	Sigmon
E-mail Address	chefsigmon@yahoo.com
Phone	8313340697
Address	1122 East Cliff dr.
Unit or Number	0
City, State	Santa Cruz
Zip Code	95062-____
What region(s) are you applying to work within?	San Francisco San Jose
Which position(s) are you applying for?	Cook CA
Are you applying for:	Full-Time
When can you start?	09-04-2019
Can you work overtime?	Yes
How did you hear about us?	Craigslist
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM
Have you ever applied to or worked for Acrobat 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.	United States
Are you able to perform the essential functions of the job for which you are applying?	Yes
Name of School	South Mecklenburg
City & State	Charlotte, NC
Grade/Degree	GED
Graduated?	No
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
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	Windmill Cafe 2-1231 East Cliff Dr.
Type of Business	Cafe
Phone Number	8314644698
Your Position & Duties	co-founder
Date of Employment (from/to):	2009-2019
Reason for Leaving	Needed a break
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	No
First Name	Jimi
Last Name	Leonard
E-mail Address	jimi2stix@yahoo.com
Phone	8315960581
Relationship:	friend
Years Acquainted:	15
First Name	Mary
Last Name	Apra
E-mail Address	maryapra@yahoo.com
Phone	8314644698
Relationship:	Friend
Years Acquainted:	13
First Name	Nicci
Last Name	Trip
E-mail Address	chefnicci@gmail.com
Phone	8313259072
Relationship:	Friend
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	(Checked box indicates acknowledgement)

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.	
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.	(Checked box indicates acknowledgement)
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)
Applicant Digital Signature (Type Name):	Michael Sigmon
Date:	09-01-2019
Please Attach Resume Below	Michael Sigmon's Resume.pdf

You can edit this submission and view all your submissions easily.

Interview Note Sheet

Applicant Information			
Name:	Michael Sigmon	Interviewer:	Ngoc Ho
Date:	9/5/2019	Rate of Pay:	$18/hr
Position (s) Applied for:	Grill Cook	Referred by:	CL

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	35/40	88 %	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Status: (Full-Time) (Part-Time)

Relevant Experience & Summary of Interviews

Total of 37 yrs *in Food Service/Hospitality*

- prefer mornings M-F
- okay w/ weekends
- owned a cafe, wanted a break
- extensive chef experience

P.O.S. Experience (Y) / N *details:* Square, Micros, Aloha

Transportation

(Car) Public Transit Carpool (Rider / Driver)

Preferred Work Location

LA OC South Bay → Peninsula

Certifications

TiPS Serv-Safe LEAD (Other) FHC Will Submit

Availability

(Open) AM only PM only Weekdays only Weekends only

Details:

Uniform Needs

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:

Revised 06/04/2013

NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: Michael Sigmon

Start Date: 9/5/2019

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: $18/hr Overtime Rate(s) of Pay: $27/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	Michael Sojmor
(PRINT NAME of Employer representative)	(PRINT NAME of Employee)
(SIGNATURE of Employer Representative)	(SIGNATURE of Employee)
9/5/2019	9/5/2019
(Date)	(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.

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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: _____ Date: 09/05/2014

Signature: _____

Michael Sigmon
831-334-0697
Email: chefsigmon@yahoo.com

Serv-Safe Management Certified

To whom it may concern,

My name is Michael Sigmon and I would love to cook for you. Food and beverage pairing truly is my passion. Where a beverage lays in the palette and how to make something that enhances but doesn't compete with it brings me a lot of joy.

I have been dedicated to grand cuisine and truly have what it takes to make something memorable, delicious, beautiful and timely. Perfect and simple is just as wonderful as anything complex when paired with love.

It takes consistency, devotion, compassion, self deprecating humor and a love of service to make a place work. I can assure you that those are indeed the traits that I have.

I have the right temperament and culinary experience to work alone and help manage the day to day operations in a kitchen as it relates to a full service restaurant. I can handle ordering, par, prep, execution, future projection, planing, staffing, scheduling and all of the crazy things that we could never have dreamt of happening while open and serving our guests.

When the right group of people with a love of service get together with a common goal in mind, magic happens. I look forward to creating that every day.

Sincerely,

Michael Sigmon

Michael Sigmon
831-334-0697
Email: chefsigmon@yahoo.com

Serv-Safe Management Certified

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Serv-Safe Management Certified

2009-2019 Co-Founder, Windmill Café (Santa Cruz, CA)

I created the concept/BP and future financial analysis to secure the loan for the café. By utilizing an outside of the box mentality, the concepts I created with Mary Apra played a major factor in growing the business from a tiny coffee shop to a 10 year successful cafe. I was accountable for ordering/receiving, purchasing, scheduling, payroll, event planning, catering, food preparation, solo line cook, barista, server and cashier. My responsibilities also included all future planning/growth calculations as well as after-hours events such as the locally acclaimed food movie series and anti-restaurant slow food night.

2007-2009 Chef/Kitchen Manager, Staff of Life (Santa Cruz, CA)

I oversaw the daily operations in what was an all scratch kitchen in the oldest natural food store in Santa Cruz. I managed and scheduled a staff of 13. Some of my responsibilities included hands on production of food for a 16 different item food bar with 8 different soups that rotated on a regular basis. I was in charge of recipe creation and development as well as conducting cost analysis of labor and food. I worked directly with owners and management to ensure complete customer care and satisfaction on a daily basis.

2006-2007 Sous/Pastry Chef, Theo's (Soquel, CA)

I was accountable for bread making, dessert fabrication and garde manger for a 70-seat 4 star-rated restaurant in Soquel, CA.

2004-2005 Personal Chef, Chris Webber (Sacramento, CA)

I was chosen as Chris Webber's personal chef from 300 candidates. I made executive decisions for all of his dietary needs which included supplements. I worked directly with his trainer to create food that adhered to his strict regimen. I was the event planner and executive chef for all of his private events. During my time with Mr. Webber, I also established a world class wine cellar.

Michael Sigmon email: chefsigmon@yahoo.com **Phone: 831-334-0697**

Michael Sigmon
831-334-0697
Email: chefsigmon@yahoo.com

Serv-Safe Management Certified

2002-2004 Chef de Cuisine, Moore Fine Food (Great Barrington, MA)

I created menus and recipes for parties that ranged from 10 to 600. I was accountable for a staff that varied between 3 and 45 people. It was my direct responsibility to ensure the highest of standards in the preparation and execution of all cuisine at all times. Some of our clients included, The Norman Rockwell Museum, The Clark, Boston Symphony Orchestra, Tanglewood, The Old Chatham Sheepherders Company, Mia Farrow, Jan Brett, James Taylor, Arlo Guthrie and Yo-Yo Ma.

2000-2002 Chef, Mendocino Café (Mendocino, CA)

I was the working Chef of the Café. I was responsible for creating and preparing new items for the menu, inventory, purchasing and managing a staff of 12. I was the first chef for the café that designed a coffee blend and cooked for public relations events such as Wine Song and the Mendocino Wild Mushroom Festival. During my tenure, I was requested to cook privately for Bill Botrell, Tom Petty, Jewel, Jim Carrey, David Ogden Stiers and Joe Cocker.

Personal and Professional References Upon Interview

Michael Sigmon
831-334-0697
Email: chefsigmon@yahoo.com

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Grill Cooks Test

Score 35/40

88%

Multiple Choice Test (1 point each)

a 1) **How much time should you take to wash your hands with soap?**
- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

c 2) **The recommended temperature for your refrigerator is...**
- a) 45ºF
- b) 50ºF
- c) 40ºF
- d) 20ºF

d 3) **Food handlers must always wash their hands**
- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

b 4) **The most important reason for having food handlers wear hair restraints is to**
- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

c 5) **Which of these conditions requires immediate corrective action?**
- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

c 6) **Bacteria grow best in the temperature "danger zone" which includes temperatures between?**
- a) 0ºF and 100ºF
- b) 32ºF and 220ºF
- c) 41ºF and 135ºF
- d) 39ºF and 178ºF

d 7) **After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?**
- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

d 8) **Which of the following is NOT an approved method to thaw potentially hazardous foods?**
- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

c 9) **Wiping cloths stored submerged in a bucket of sanitizing solution are for:**
- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

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Grill Cooks Test

e 10) **Food-handling gloves must be changed frequently and also:**
- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

c 11) **A Julienne is:**
- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

d 12) **A gallon is equal to _____ ounces**
- a) 56
- b) 145
- c) 32
- d) 128

b 13) **How many cups are in a quart?**
- a) 2
- b) 4
- c) 6
- d) 8

a 14) **A Chiffonade is:**
- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

c 15) **Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe**
- a) 145º F
- b) 135º F
- c) 160º F
- d) 180º F

c 16) **Which of the following explains the process of poaching?**
- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350º F
- c) Cook gently in water that is hot but not boiling (160º-180º)
- d) Submerge protein in boiling liquid to speed cooking time

b 17) **If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?**
- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

e) depends on Recipe determined by the Chef
Personal answer

c 18) **Which of the following best describes braising?**
- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

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Grill Cooks Test

b 19) **Which of the following best describes the process of Caramelization?**
- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly coved, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C 20) **What temperature should chicken be cooked to?**
- a) 145ºF
- b) 155ºF
- c) 165ºF
- d) 175ºF

C 21) **What temperature should ALL ground meat be cooked to?**
- a) 145ºF
- b) 155ºF
- c) 165ºF
- d) 175ºF

a 22) **What temperature should fish be cooked to?**
- a) 145ºF
- b) 155ºF
- c) 165ºF
- d) 175ºF

23) **What is a roux and what is it used for? (2 points)**

flour & Butter thickening
Paul Prudhomme's book on Cajun Cuisine is fantastic

24) **What is the process of making clarified butter, and why is clarified butter used? (3 points)**

Slowly Reduce Butter until fat & Whey have Separated
used predominantly in Indian Cuisine

25) **What are the 5 mother sauces? (5 points)**

1. Bechamel
2. Velouté
3. Espagnole
4. Hollandaise
5. Tomato

26) **What does it mean to season a grill and why is this process important? (3 points)**

Oil the grill so nothing sticks

27) **What are the ingredients in Hollandaise sauce? (5 points)**

Egg yolks & Butter

ServSafe
National Restaurant Association

ServSafe®
CERTIFICATION

MICHAEL SIGMON

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).

14512786

NUMBER

5219

EXAM FORM NUMBER

12/6/20

DATE OF E

12/6/2021

DATE OF EXPIRATION

Local laws apply. Ch ency for recertification requirements.

Sher

ANSI
ACCREDITED PROGRAM
American National Standards Institute
and the Conference for Food Protection

#0655

In accordance with Maritime Labour C

Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org.