

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

## 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 Paul J Clapso Date: 02-12-2020  
Home Telephone (646) 355 5532 Other Telephone ( )  
Present Address 18 CURTIS PLACE Staten Island NY 10301  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address \_\_\_\_\_

### EMPLOYMENT DESIRED

Position applying for: Barista Salary desired: 25/hour  
Are you currently registered with any staffing and/or employment agencies? If so, please list None  
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: \_\_\_\_\_ To: \_\_\_\_\_  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☐ Name of Referral \_\_\_\_\_ 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? 02-13-2020

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                            |        | Open   | Open    | Open      | Open     | Open   |          |
| PM                            |        | Open   | Open    | Open      | Open     | Open   |          |

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? \_\_\_\_\_  
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 \_\_\_\_\_. 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 ☒  
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.) \_\_\_\_\_

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

## EDUCATION & SKILLS

| NAME OF SCHOOL                                                                                                                                                                               | CITY & STATE | GRADE OR DEGREE COMPLETED               | DID YOU GRADUATE?                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------|----------------------------------------|
| New Utrecht HS                                                                                                                                                                               | Brooklyn NY  | GED                                     |                                        |
| Do you have any special licenses, certificates or special training? If so please list under "Special."                                                                                       |              | YES<br><input checked="" type="radio"/> | NO<br><input checked="" type="radio"/> |
| Are you computer literate? If so, list software knowledge under "Special."                                                                                                                   |              | YES<br><input checked="" type="radio"/> | NO<br><input type="radio"/>            |
| Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."                                                                                               |              | YES<br><input checked="" type="radio"/> | NO<br><input type="radio"/>            |
| 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." |              |                                         |                                        |
| 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 Pared Inc Telephone No. ( ) Supervisor's Name

Type of Business Temp Work

Your Position and Duties Barista, Server, line cook, prep cook, dishwasher, event server

Dates of Employment: From 08/19 To Present

Reason for Leaving:

Name and Address of Employer Whitehorse Tavern (Fid 1) Telephone No. ( ) Supervisor's Name Frank Gleason

Type of Business Bar

Your Position and Duties Line cook, prep cook, server

Dates of Employment: From 01/2018 To 08/2019

Reason for Leaving: Girlfriend got pregnant and needed more flexible work

Name and Address of Employer Zibetto Telephone No. ( ) Supervisor's Name Emiliano Plandi

Type of Business Espresso Bar

Your Position and Duties Barista, prep cook, cashier

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Dates of Employment: From 02/18 To 06/18

Reason for Leaving: offered more money at next job

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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?  
If so, describe: \_\_\_\_\_

Yes \_\_\_\_\_

No ☒

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Erika Hesz

Telephone No. (347) 263-6077

Address: 18 Curtis Place

Staten Island NY

10310

Occupation: currently unemployed

Relationship: girlfriend

Number of Years Acquainted: 3

Name: Frank Ghesan

Telephone No. (\_\_\_\_) \_\_\_\_\_

Address: 25 Bridge Street

NY, New York

Occupation: Bar Owner

Relationship: old boss

Number of Years Acquainted: 3

Name: Marianne Scarfoni

Telephone No. (718) 231-5680

Address: 1942 Bay 7th Street

Brooklyn NY 11228

Occupation: Bldg Manager

Relationship: friend/old boss

Number of Years Acquainted: 18

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Please Read Carefully, Initial Each Paragraph and Sign Below

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.

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.

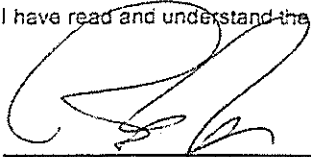
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

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.

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



Date

02/12/2020

## Form W-4 (2019)

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2019 if both of the following apply.

- For 2018 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
- For 2019 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

### General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nonwage income.** If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

### Specific Instructions

#### Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

**Line F. Credit for other dependents.** When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

| Form <b>W-4</b><br>Department of the Treasury<br>Internal Revenue Service                                                                                                                                                                                                                                                                                                                                             |  | <b>Employee's Withholding Allowance Certificate</b> |  | OMB No. 1545-0074<br><b>2019</b>                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 Your first name and middle initial<br><b>Paul J</b>                                                                                                                                                                                                                                                                                                                                                                 |  | Last name<br><b>CLAPSW</b>                          |  | 2 Your social security number<br><b>123-46-2824</b>                                                                                                                                                                                            |  |
| Home address (number and street or rural route)<br><b>18 CORTIS PL</b>                                                                                                                                                                                                                                                                                                                                                |  |                                                     |  | 3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate<br>Note: If married filing separately, check "Married, but withhold at higher Single rate." |  |
| City or town, state, and ZIP code<br><b>Staten Island NY 10301</b>                                                                                                                                                                                                                                                                                                                                                    |  |                                                     |  | 4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>                                                                              |  |
| 5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) . . . . .                                                                                                                                                                                                                                                                                                         |  |                                                     |  | 5 <b>0</b>                                                                                                                                                                                                                                     |  |
| 6 Additional amount, if any, you want withheld from each paycheck . . . . .                                                                                                                                                                                                                                                                                                                                           |  |                                                     |  | 6 \$ <b>0</b>                                                                                                                                                                                                                                  |  |
| 7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption.<br>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and<br>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.<br>If you meet both conditions, write "Exempt" here . . . . . |  |                                                     |  | 7 <b>0</b>                                                                                                                                                                                                                                     |  |
| Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.                                                                                                                                                                                                                                                           |  |                                                     |  |                                                                                                                                                                                                                                                |  |
| Employee's signature<br>(This form is not valid unless you sign it.) <b>[Signature]</b>                                                                                                                                                                                                                                                                                                                               |  |                                                     |  |                                                                                                                                                                                                                                                |  |
| 8 Employer's name and address (Employer: Complete boxes 9 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)                                                                                                                                                                                                                                                       |  |                                                     |  | 9 First date of employment<br><b>02-12-2020</b>                                                                                                                                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                     |  | 10 Employer identification number (EIN)                                                                                                                                                                                                        |  |

# *Paul Joseph Clapso*

18 Curtis Place, Staten Island NY 10301

Claps23@gmail.com

(646) 355 5532

## **Employment Qualifications**

- **Managing a Team**
- **Sales**
- **Processing Items**
- **Inventory**
- **Budget Management**
- **Janitorial Maintenance**
- **Food Preparation**
- **Cooking**
- **Works very well under pressure**

## **Personal Qualifications**

- **Can provide knowledgeable and helpful customer services**
- **Has experience as a line cook/ Has also been a head of a few restaurants**
- **Has ServSafe Certification**
- **Helping and guiding co-workers**
- **Can work with Microsoft word**
- **Has shown leadership proficiency**
- **Has demonstrated dependability and punctuality with important tasks**
- **Is tidy and understands the significance of cleanliness in the work place**

## **Education**

### ***Tallahassee Community College***

**444 Appleyard Drive**

**Tallahassee, Florida 32304**

**(850) 201 6200**

***Florida Culinary Institute***

**2410 Metrocentre Blvd.**

**West Palm Beach, Florida 33407**

**(561) 688 2001**

***New Utrecht High School***

**1601 80<sup>th</sup> Street**

**Brooklyn, New York 11228**

**(718) 232 2500**

**Employment History**

***Pared (07/19-Present)***

***Self Employment Agency***

***New York, New York***

***Positions: Event Server, Event Cook, Line and Prep Cook, Barista, Cashier, Dishwasher/Cleaner***

***Whitehorse Tavern (07/18- 08/19)***

***25 Bridge Street***

***New York, New York***

***Position: Line Cook, Server, Food runner, cashier***

***Chocolateria (03/18- 07/18)***

***228 7<sup>th</sup> avenue***

***Brooklyn, New York***

***Position: Manager/Barista***

***Zibetto (08/17- 04/18)***

***1385 Avenue of the Americas***

***New York, New York***

***Position: Barista***

***Café Dada (03/17-08/17)***

***57 7<sup>th</sup> Avenue***

***Brooklyn, New York***

***Position: Barista/Server/Cashier***

***Augustine (10/16-2/17)***

***5 Beekman Street***

***New York, New York 10038***

***(212) 375 0010***

***Position: Line Cook/Prep Cook***

***Cocoa Bar (8/15-10/16)***

***228 7<sup>th</sup> Avenue***

***Brooklyn, New York***

***(718) 499 4080***

***Position: Barista/Server/Cashier/Assistant Manager***

***Manon Café (9/15-1/16)***

***120 Broadway***

***New York, New York***

***(212) 766 6100***

***Position: Cashier/Barista***

***Myrtle and Gold (7/15-9/15)***

***343 Gold Street***

***Brooklyn, NY 11201***

***(718) 858 8178***

***Position: Line Cook***

***Presstea (11/14-6/15)***



**167 7<sup>th</sup> Avenue South**

**New York, NY 10014**

**(212) 888 6666**

**Position: Manager/Barista/Line Cook**

***Rockin' Raw (6/14-10/14)***

**171 Sullivan Street**

**New York, NY 10012**

**Position: Head Chef**

***Colliers International***

**79 Madison Avenue**

**New York, NY 10016**

**(212) 683 8958**

**Position: Maintenance/Porter**

***Mojo Coffee (4/13-3/14)***

**128 Charles Street**

**New York, NY 10014**

**(212) 691 6656**

**Position: Line Cook/Barista**

***Empellon (1/13-4/13)***

**230 West 4<sup>th</sup> Street**

**New York, NY 10014**

**(212) 367 0999**

**Position: Line Cook**

***Catch NYC (08/12-1/13)***

**21 9<sup>th</sup> Avenue**

**New York, NY 10014**

**(212) 392 5978**

**Position: Line Cook**

***Bark (12/11-08/12)***

**474 Bergen Street**

**Brooklyn, NY 11217**

**(718) 789 1939**

**Position: Cashier/Line Cook/Server**

***Zeytuna Market (05/11-2/12)***

**59 Maiden Lane**

**New York, NY 10038**

**(212) 742 2436**

**Position: Deli Clerk/Cashier**

***Earth Fare (02/11-04/11)***

**2425 Appalachee Parkway**

**Tallahassee, Florida 32301**

**(850) 656 2279**

**Position: Stock**

***Crispers (05/09- 04/11)***

**1241 Appalachee Parkway**

**Tallahassee, Florida 32301**

**(850) 656 4222**

**Position: Line Cook/Prep Cook**

***Sarini's Place (01/08- 02/09)***

**7352 Lake Worth Road**

**Lake Worth, Florida 33467**

**(561) 964 8707**

**Position: Line Cook/Head Chef**

***Pritchard Industries (09/07-11/07)***

**150 East 42<sup>nd</sup> Street**

**New York, NY 10036**

**Position: Porter/Maintenance**

***The Wedding Coach (08/06-08/07)***

**7009 18<sup>th</sup> Avenue**

**Brooklyn, NY 11204**

**Position: Stock/Shipping Clerk**

***Kersners Furs (10/06-2/07)***

**6909 18<sup>th</sup> Avenue**

**Brooklyn, NY 11204**

**Position: Stock/Deliveries**

***References Available upon request***