



Name: Dominick Siragusa

Taborca ID: 7918

Date of Hire: 01 / 03 / 19

Date of Re-Act:      /      /     

New employee set up

- o E-verify
- o Hire Right EE
- o Hire Right Internal (upload any list A docs)
- o Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- o Notice to Employee Completed
- o Added to Orientation Time Sheet
- o Attended New Hire Orientation
- o Background Check (Asurint)
- o New Hire List (All fields)
- o Check Taborca Profile (All fields)
- o Upload Resume and Skills Tests (one doc)
- o Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- o File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- o Re Act onboarding if initially hired before 1/1/16
- o Check W4
- o Check all demographic info and availability
- o Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- o Complete Notice to Employee with updated pay if necessary
- o Verify pay option and take steps to Re Act any old pay options still current
- o Run new BGC if more than 1 year since last shift worked
- o New orientation/place on time sheet if it's been over a year since last shift
- o New Hire List (all fields)
- o Delete employee from the INA/TER spreadsheet if they are on it



# Interview Note Sheet

Applicant Information	
Name: <u>Dominick Stragusa</u>	Interviewer: <u>Alanna</u>
Date: <u>01/03/2019</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier / concessions / prep / line</u>	Referred by:

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

Seeking:
Full-Time
<u>Part-Time</u>

## Relevant Experience & Summary of Strengths

### Knife Skills

currently doing catering

M-F @ 9pm - 6am

Fridays - out by 3pm latest (2:30pm)

### Cuisines

weekends - N/A - has his own catering company

1

2

3

looking for P/T → F/T

AM's only -

### Stations:

1

2

3

events - pick it up

leaving Mon 01/7 @ 6:30 AM

needs FHC

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

S 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:



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## 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 DOMINICK SIRAGUSA JR Date: \_\_\_\_\_  
 Home Telephone (408) 658 2114 Other Telephone (\_\_\_\_) \_\_\_\_\_  
 Present Address 790 LENZEN AVE SAN JOSE CA 95126  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Dkillab19@gmail.com

PLEASE PRINT

Position applying for: OPEN / COOK / PREP Salary desired: OPEN  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO

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? ASAP

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							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:  
YES lots of VACATIONS! DATES N/A

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? N/A  
 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 ☐

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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.)

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Hilltop High	SAN Diego CA	Diploma	YES
C.E.T	SAN JOSE CA	Culinary Arts	YES
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
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."		YES	NO
Special:			

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 MAFIOSO CATERING

Type of Business CATERING Telephone No. (408) 658-2114 Supervisor's Name \_\_\_\_\_

Your Position and Duties Networking with customers, build customum EVENTS  
Sales, Service and Event planning

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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

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

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

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

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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? Yes \_\_\_\_\_ No ☒

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

## REFERENCES

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

Name: ~~BOB~~ NIKO HACKER Telephone No. (415) 832-0525

Address: S.F. CA

Occupation: Bar Manager Relationship: Co worker Number of Years Acquainted: 2

Name: Jonathan B Telephone No. (408) 701-8289

Address: San Jose CA

Occupation: Chef Relationship: Co worker Number of Years Acquainted: 8

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**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** \_\_\_\_\_



# Dominick Siragusa

790 Lenzen Ave, Apt 227, San Jose, Ca 95126 • 408-658-2114 • [dkilla619@gmail.com](mailto:dkilla619@gmail.com)

## Objective

Seeking a Sales and Marketing role for POS systems. Strengths include sales; closing sales deals, upselling, and customer service. Previous leadership experience and accustomed to building sales team.

## Qualifications

- 10 years sales and marketing experience
- Strong communication skills (verbal)
- Experience achieving goals and exceeding sales expectations
- Acknowledged for building strong teams
- Skilled in catering management; experienced cook and event manager
- Customer service and detail oriented
- Great at multi-tasking and following instructions.
- Energetic, personable, as team player and ability to work independently
- Experienced in good to door sales and gorilla marketing techniques

## Employment Experience

### Owner, Mafioso Catering, San Jose, CA

2017-Present

- Responsible for networking with customers, working to build custom events
- Duties include sales, service, event planning and execution

### Contractor- Network Marketing, Commerce Energy, San Francisco, CA

2016-2017

- Managed team of seven team members
- Trained in sales techniques and product demonstrations
- Built contracts for home owners, for natural gas, energy and solar
- Met or exceed sales goals on individual and team basis

### JE Solar, Santa Ana and Ontario, CA

10/2015-10/2016

- Door to doors, sales for solar installation, met with home owners to determine eligibility for solar program
- Approve homes that applied for solar, work with financing, set up home inspection
- Verify completion for work to home owner satisfaction

### Contractor- Network Marketing, Commerce Energy, San Jose, CA

2014- 2015

- Responsible for day to day sales
- Achieved sales goals

### Prep Cook & Server, Aramark at HP Grill, San Jose, CA

05/2013-present

- Responsible for seasoning meat, clean lobsters, chopping vegetables, and preparing soups, stocks, and main dishes
- Responsible for setting up and refilling banquet table and serving
- Label items and clean and sanitize the work area

### Grill & Prep Cook, Adecco Hospitality at Apple, Cupertino, CA

01/2013-05/2013

- Responsible for the prep burger station: prepare burgers
- Prepare breakfast, prepare lunch, and prepare special plates
- Label items and clean and sanitize the work area

### Catering Chef, Bon Appetit at Google, Mountain View, CA

03/2012-01/2013

- Responsible for catering on special events at Google headquarters on a professional, timely and efficient manner.
- In charge of leading and monitoring a team of seven catering members.
- Performed daily inventory, recorded times and temperature of food.



**Cook/ Prep Cook, The Cats Restaurant and Tavern, Los Gatos CA**

01/2012-03/2012

- Wash, peel, cut, and seed fruits and vegetables to prepare them for consumption.
- Season and cook food according to recipes. Bake, roast, broil, meats, vegetables, and other foods.
- Weigh, measure, and mix ingredients according to recipes using various kitchen utensils and

**Banquet Server, Marque Concession, Winchester 21, Santa Clara, CA**

09/2010-09/2011

- Provide excellent customer service while taking customer orders and providing food and beverages.
- Responsible for successfully meeting sales goals of food and beverages while working as a team.
- Maintain clean and organized work area, change movie signs and occasionally work on the register

**Banquet Server, On Broadway Event Center, San Diego, CA**

02/2009-12/2009

- Assisted with setting up for special events by setting tables, line and dinning sets and decorations.
- Responsible for serving food and beverages, provided meal items and meet customer meal needs.
- Cleaned at the end of the event by breaking down tables, chairs and ensured the facility was clean.

**Sales Representative, T-Mobile, San Diego, CA**

10/2007-12/2008

- Provided customers with product information, cell phone plans, and completed contracts

**Education**

**Center for Employment Training, San Jose, CA**

09/2010-03/2011

*Culinary Arts Certificate and ServSafe Certified*

**Hill Top High School, San Diego, CA**

2003

*High School Diploma*

**References**

Available upon request



NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Dominick Stragusa

Start Date: 01/03/2019

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 San Jose

Physical Address of Main Office: 1985 the Alameda, San Jose, CA 95126

Mailing Address: " "

Telephone Number: 408-483-4271

WAGE INFORMATION

Rate(s) of Pay: \$ 17.00 Overtime Rate(s) of Pay: \$ 25.50

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): cashier / concessions @ Levi's

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):

N/A

(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, 9<sup>th</sup> 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)*

Alicia Churno

(PRINT NAME of Employer representative)

[Signature]

(SIGNATURE of Employer Representative)

01/03/2019

(Date)

Dominick Siragusa

(PRINT NAME of Employee)

[Signature]

(SIGNATURE of Employee)

(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.

Attendance probation for 3 months  
no callouts, commit to  
only what he can -  
events/gigs only



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: Dominick Siragusa Date: 1-3-19

Signature: 

