



# CONTRACTOR GENERAL INFORMATION

Full Name:

*Last*

*First*

*M.I.*

Address:

*Street Address*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Home Phone:

Alternate Phone:

Email

SSN or Gov't ID:

Birth Date:

Marital Status:

Spouse's Name:

Spouse's Employer:

Spouse's Work Phone:

## Job Reference #1

Supervisor Title:

Supervisor Email:

Supervisor Name:

Your Title:

Work Address:

Reason for  
Leaving:

Work Phone:

Your Salary:

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Start Date:

End Date

## Job Reference #2

Supervisor Title:

Supervisor Email:

Supervisor Name:

Your Title:

Work Address:

Reason for  
Leaving:

Work Phone:

Your Salary:

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Start Date:

End Date

## Job Reference #3

Supervisor Title:

Supervisor Email:

Supervisor Name:

Your Title:

Work Address:	<hr/>	Reason for Leaving:	<hr/>
Work Phone:	<hr/>	Your Salary:	<hr/>
Start Date:	End Date		

### Emergency Contact #1

Full Name: 

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*Last* *First* *M.I.*

Address: 

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*Street Address* *Apartment/Unit #*

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*City* *State* *ZIP Code*

Primary Phone: 

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Alternate Phone: 

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Relationship: 

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### Emergency Contact #2

Full Name: 

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*Last* *First* *M.I.*

Address: 

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*Street Address* *Apartment/Unit #*

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*City* *State* *ZIP Code*

Primary Phone: 

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Alternate Phone: 

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Relationship: 

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# Interview Checklist

Identification-Please provide the following if you have

- ☐ Passport (No other ID required)
- ☐ State Issued ID
- ☐ Social Security Card/Birth Certificate/Etc.
- ☐ TABC
- ☐ Food Handlers Certificate



them. Full Name: \_\_\_\_\_



If anything is missing from this section, have them e-mail: [sanantonio@surefireeventstaff.com](mailto:sanantonio@surefireeventstaff.com)

## Skill Set

- |   |  |
|---|--|
| <input type="checkbox"/> Culinary Assistant | <input type="checkbox"/> Bartender               |
| <input type="checkbox"/> Line Cook          | <input type="checkbox"/> Server                  |
| <input type="checkbox"/> Prep Cook          | <input type="checkbox"/> Registration            |
| <input type="checkbox"/> Dishwasher         | <input type="checkbox"/> Captain (event manager) |
| <input type="checkbox"/> Housekeeper        |  |

Other: \_\_\_\_\_

## How did you find us?

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Indeed   | <input type="checkbox"/> Craigslist |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Walk In    |
| <input type="checkbox"/> Referral | By Whom: _____                      |

## Paperwork- For employer use only!

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> I-9 Form                | <input type="checkbox"/> E-Verified                | <input type="checkbox"/> General Information |
| <input type="checkbox"/> W-9 Form                | <input type="checkbox"/> HubSpot (CRM)             |  |
| <input type="checkbox"/> Payroll Policy          | <input type="checkbox"/> Onboard into Schedulehead |  |
| <input type="checkbox"/> Policies and Procedures | <input type="checkbox"/> Background Check          |  |
| <input type="checkbox"/> Callout Policy          | <input type="checkbox"/> Direct Deposit Form       |  |

Availability: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Interviewed By: \_\_\_\_\_

☐ Check if candidate has a car

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **SUREFIRE EVENT STAFFING**

## **POLICIES AND PROCEDURES OVERVIEW**

### **SERVER AND BARTENDER DRESS CODE:**

**BISTRO:** Long sleeve white button-down shirt, black slacks, long black tie, black shoes (non-slip preferred), black socks.

**SOLID BLACK:** long sleeve black button-down shirt, black slacks, long black tie, black shoes (non-slip preferred), black socks. This uniform is sometimes altered to a SOLID BLACK POLO – We will notify you which is being used.

**TUXEDO:** Tuxedo shirt, tuxedo pants, bow tie, black shoes (non-slip preferred), black socks.

You are welcome to wear a solid white shirt or a solid black shirt for set up and tear down. Ladies – please wear appropriate undergarments with the white shirt.

You can get uniforms at: Walmart, Burlington Coat Factory, Ross, Goodwill, Shoe Carnival, Ace Mart (for apron), and Heights Tuxedo (for tuxedo pants)

### **DOCUMENTS REQUIRED:**

All contractors must have a CURRENT TABC, and FOOD HANDLERS. These can be obtained at [www.360training.com](http://www.360training.com). You have **2** weeks after date of hire to email these to your corresponding city email:

San Antonio- [sanantonio@surefireeventstaff.com](mailto:sanantonio@surefireeventstaff.com)

Austin- [austin@surefireeventstaff.com](mailto:austin@surefireeventstaff.com)

Dallas- [dallas@surefireeventstaff.com](mailto:dallas@surefireeventstaff.com)

FTW- [ftworth@surefireeventstaff.com](mailto:ftworth@surefireeventstaff.com)

### **PHONES:**

Phones may only be used while you are on break. In case of an emergency, please notify our Surefire Event Captain of the situation.

### **SMOKING:**

NO SMOKING OR VAPING during your shift. Must have approval from client to smoke or vape on your break. IF ALLOWED, this must only be done at an approved & designated area.

### **FOOD:**

Please eat before your shift. Our customers are very gracious and sometimes provide food, but never count on that.

### **VENUES:**

Our contractors frequently travel to different venues including galleries, private homes, and museums. When setting up and tearing down, please be aware of surroundings, equipment, and exhibits. Be aware of spills on the floor, bussing quietly, and serving and clearing from the correct side. Should you have any questions, please see your Surefire Captain or check in with your local Surefire Office.

### **HOW SCHEDULING SHIFTS WORKS:**

1. Shifts will be uploaded daily on the Schedulehead app and will be visible to you right away.
2. When choosing a shift, please make sure to pay close attention to the details and ensure you can make it to the location and the time indicated on the information provided.
3. Once you identify a shift you want, submit a request. This does not guarantee you got the spot but will send us a notification letting us know you are interested in the that shift.
4. If your request is approved, you will be fully confirmed and locked in to that shift.
5. You will receive a confirmation when your request is approved so please be on the look-out for it.
6. Last-minute cancellations will not be accepted so please ensure that you are fully capable of taking on a shift before you submit a request.
7. There is a 24-hour cancellation policy. You will have to submit a request for cancellation on the App, however, this does not guarantee your request will be accepted.
8. **NO CALL NO SHOWS ARE NOT ACCEPTABLE** and are grounds for termination.

### **AT THE VENUE:**

1. Be early! The times posted are 30 minutes prior to the actual call time. This is to account for traffic or other circumstances that might prevent you from arriving on time.
2. You are responsible for getting to the venue and finding parking if there is none provided.
3. Once at the event location, head to meeting point and get with the point of contact.
4. Make sure to check in on the Schedulehead app at this time to start you time. This is called “Punch in”
5. Enjoy your shift! During a shift you are the face of Surefire and our customer so make sure to handle all of the client’s needs with care.
6. At the end of the shift, the customer’s point of contact / Surefire Event Captain will let you know when you are released. Leave the venue better than when you arrived.
7. At this time, check out on the Schedulehead app and leave the premises. Do not linger around. This is called “Punch out”
8. Take a picture of the timesheet you signed in and out on and make sure those times match your punch in and out from the app. **SUBMIT THIS PICTURE TO SPEED UP THE APPROVAL OF YOUR TIMES.**

### **PAY:**

Pay will be calculated automatically from the information gathered from your time punches at the shifts you worked.

If there are questions regarding shift times, hours, scheduling, etc., please speak to the office. Please do not bring concerns to the customer as they would not know the answers to your questions.

### **INDEPENDENT CONTRACTOR STATUS:**

I acknowledge that I am an independent contractor and not an agent or employee of Surefire Event Staffing, LLC. I acknowledge that I do not have authority to make any statements, representations or commitments of

any kind, or to take any action which shall be binding on Surefire Event Staffing, LLC, except as otherwise agreed upon. As an independent contractor, I am aware that I am not entitled to worker's compensation or any other benefit associated with employment.

**NON-COMPETE CLAUSE:**

I acknowledge that Surefire Event Staffing, LLC has entered into agreements with its customers that prevents customers or any of customers' associated third parties from soliciting or hiring Surefire's independent contractors directly for any type of employment, including as employees, consultants or independent contractors for a period of two years from the date of the latest event covered by the agreement. I agree to abide by this clause in that I will not apply for or accept employment with any such customers or associated third parties during that time. Additionally, I agree to notify Surefire if a customer or its associated third party solicits me for employment during this time.

**FULL PERFORMANCE FOR PAY:**

I acknowledge that when I accept an assignment from Surefire Event Staffing, LLC, the company and its customer rely on my timely attendance and complete performance. Therefore, I accept that if, for any reason, I leave a shift early or do not attend the full accepted shift, I will forfeit payment for the entire shift.

**BACKGROUND CHECKS:** I acknowledge that Surefire Event Staffing, LLC may randomly run criminal background checks on me from time to time and will address any potential disqualifying arrests or convictions with me. I will maintain current information with Surefire Event Staffing, LLC to enable the organization to perform those checks.

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Contractor Signature / Date

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Surefire Event Staffing, LLC Manager

## SUREFIRE EVENT STAFFING, LLC PAYROLL POLICY AGREEMENT

- ❖ Pay will be received through DIRECT DEPOSIT. There is a \$4.75 automatic deduction for the direct deposit service. (This is non-negotiable)
- ❖ Pay will be received weekly with one-week arrears.
- ❖ Here are some Direct deposit options just to name a few:
  - o Personal Bank
  - o Chime
  - o Cash App
  - o Venmo
  - o Paypal
    - Fill out our direct deposit form with your account number and routing number provided by the app of your choice one you open an account.
- ❖ Travel time hours will be paid at the national minimum wage rate.
- ❖ Payment to all contractors will be based on approved punch in and punch out's only. It is your responsibility to review the check detail stub attached with your check. All discrepancies must be attended to within **14** calendar days of the payroll date. After the 14-day grace period, Surefire Event Staffing, LLC will not investigate or rectify any payroll claims.
- ❖ If you are terminated for any reason, your last check or checks will be mailed out to the last address you put on file.

By signing below, I acknowledge and agree to the above stated Surefire Event Staffing, LLC payroll policies.

Contractor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CALLOUT POLICY

## COVID-19 PROTOCOL

If the contractor feels that they have symptoms of Covid-19, they must notify Surefire Event Staffing immediately and proceed to get tested. Written results must be provided to the office, once a negative result is received the contractor may return to work.

If the contractor receives a positive Covid-19 result, the contractor must give the office proof of negative diagnosis within 72 hours after receiving it, and a doctor's written approval to return to work must be given to the office following a 14-day quarantine.

### Free COVID-19 Testing Centers

- Local Walgreens
- Local CVS
- Centers of Advance Wellness

If the contractor believes they have any other type of illness, or are calling out for any other reason, a written doctor's note must be provided to Surefire Event Staffing to excuse their absence from shift. If the contractor notifies Surefire after the 24-hour cancellation policy, no communication occurs, or proper documentation/doctor's note is not received, it could be cause for termination.

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Contractor Name

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Contractor Signature

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Date



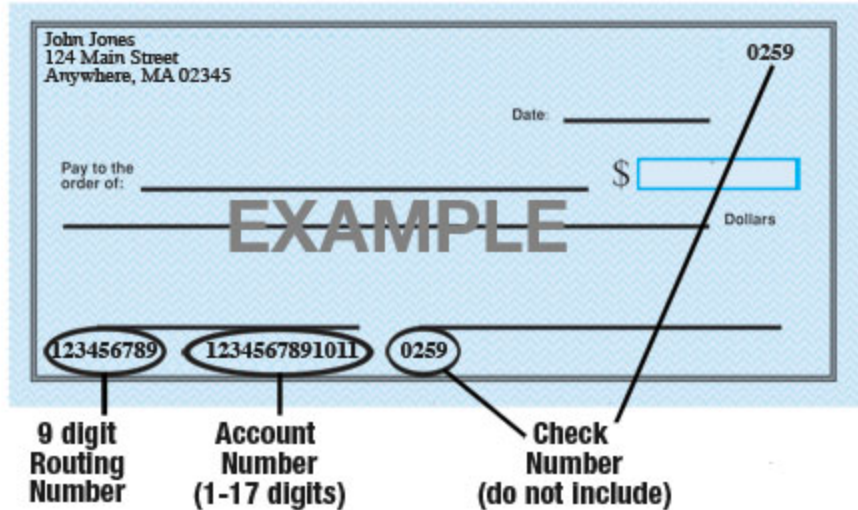
# Surefire Direct Deposit Authorization Form

Please print and complete ALL the information below.

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_



Name of Bank: \_\_\_\_\_

Account #: \_\_\_\_\_

9-Digit Routing #: \_\_\_\_\_

Amount: ☐ \$ \_\_\_\_\_ ☐ \_\_\_\_\_% or ☐ Entire Paycheck

Type of Account:      Checking      Savings (Circle One)

*Please attach a voided check for each bank account to which funds should be deposited.*

Surefire Event Staffing is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TUXEDO



**BLACK ON WHITE WITH BLACK  
TIE AND MASK (BISTRO)**



**BLACK ON BLACK WITH  
BLACK TIE AND MASK**

