

WELCOME TO



Welcome to our team! We look forward to working with you and hope you are excited to begin. **Here is what you will need to bring for your first day of work: your identification (ex: driver's license), your social security card, and a voided check or letter from your bank with your account and routing number for your pay day direct deposits.** Your first day will include filling out electronic paperwork and completing training videos before you begin working, which you will complete on site on our company tablet. You can expect to do the following:

1. Complete your new hire paperwork using DocuSign. This will include important information such as your W4, Direct Deposit information, acknowledgments, and Ignite Pacific's Employee Handbook. Once completed, an electronic copy will be emailed to yourself, your site manager, and to myself (company payroll manager). This information will be kept private and secure.
2. You will complete important training videos to be sure you are ready for your first day on the floor. Training content includes:
 - a. Safety (15 minutes)
 - b. Food Handlers (1 Hour)
 - c. Alcohol (15 minutes)
 - d. Tobacco (15 minutes)
 - e. Lottery (15 minutes)
 - f. Sexual Harassment (1 Hour)
 - g. Wetzels/Car Wash (depending on site location)

Please wear black pants and closed-toed non-slip shoes, you will receive a shirt and nametag on your first day.

We look forward to meeting you,

Kelsie Travis
Payroll/Benefit Manager

