



Preliminary Questions

For CMG use only

Name: Stephanie Johnson

Date: 10/12/15

1. If hired are you willing to take a drug test? Y
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? N
3. Are you able to work with pork? Y
4. Which plant do you prefer? N
5. What shift do you prefer? 2st

To be completed during interview only

Date of interview 10/12/15

Have you ever been convicted of a crime? Yes No

Explain

2005-2011
Incident DWI, 5th degree possession 2009
Wal-Mart - theft

Employee Signature Steph Johnson

Interviewer Signature [Signature]



Applicant Interview Score Card

Name Stephanie Johnson Date of Interview 10/12/15

Position/Shift Assignment X Stand by Position _____

Rating Weak (1) to Strong (5)

- | | |
|--|-----------|
| 1. Understanding of English conversation | 1 2 3 4 5 |
| 2. Speaks English Fluently | 1 2 3 4 5 |
| 3. Work experience related to job-food industry | 1 2 3 4 5 |
| 4. Work history-working presently, yrs in workforce | 1 2 3 4 5 |
| 5. Criminal Background information | 1 2 3 4 5 |
| 6. Possesses required New Hire documentation (I9) | 1 2 3 4 5 |
| 7. Personality-friendly, pleasant, sense of humor | 1 2 3 4 5 |
| 8. Appearance-well groomed, cleanliness | 1 2 3 4 5 |
| 9. Meets requirements to work w/pork, peanuts & soy | 1 2 3 4 5 |
| 10. Shift availability-prefers shift that is available for
Open positions, willing to be flexible to shifts available | 1 2 3 4 5 |

Total possible points **50** pts. Total points scored

50

Former Employer Rating Bonus Points 1-20

0

Interviewer:

Total Points

50

Date:

10/12/15

DISCLOSURE AND AUTHORIZATION [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer Solutions Staffing Group LLC (ESSG) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" that may include information about your character, general reputation, personal characteristics, and/or mode of living, and that can involve personal interviews with sources, such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. Fax: 800-886-0774 or 952-941-9041. ORANGE TREE EMPLOYMENT SCREENING's website is at www.orangetreescreening.com, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing ESSG to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by ESSG by contacting the consumer reporting agency identified above directly. You may also contact ESSG to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which ESSG shall provide within 5 days.
New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by ESSG, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.
Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that ESSG has not maintained secured records is available to you upon request.
Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by ESSG at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, company, or insurance company to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. ORANGE TREE EMPLOYMENT SCREENING's website is at: www.orangetreescreening.com, another outside organization acting on behalf of the company, and/or the company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by ESSG.

(Must include email address: _____)

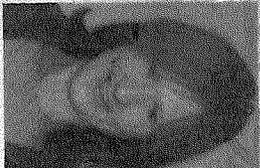
Signature: Steph Johnson Date: 10/12/15

BACKGROUND INFORMATION

Last Name: Johnson First: Stephanie Middle: _____
Other Names/Alias: _____
Social Security #: 472-86-1558 Date of Birth (mm/dd/yyyy)*: 03/15/1968
Driver's License #: _____ State of Driver's License: _____
Present Address: 107 Vista Village Court Telephone # (Primary): 507-320-2240
City/State/Zip: Brownsdale, MN 55918

*This information will be used for background screening purposes only and will not be used as hiring criteria.

MINNESOTA
IDENTIFICATION CARD
NOT A DRIVER'S LICENSE



STEPHANIE NOELLE JOHNSON
 1301 MARION RD SE
 ROCHESTER, MN 55904

Date of Birth	03-15-1988	Class	
Sex	F	Eyes	BRN
Height	5-8	Weight	150
Class	DONOR		

ISSUED 08-2012 EXPIRES 03-15-2016

Stephanie Johnson

D764028307117

SOCIALLY SECURE

THIS NUMBER HAS BEEN ESTABLISHED FOR:

472-86-1558

STEPHANIE NOELLE JOHNSON

Stephanie Noelle Johnson
 SIGNATURE

MINNESOTA
IDENTIFICATION CARD
NOT A DRIVER'S LICENSE

STEPHANIE NOELLE JOHNSON
 1301 MARION RD SE
 ROCHESTER, MN 55904

Date of Birth 03-15-1988
 Sex F Eyes BRN Class ID
 Height 5-8 Weight 150 DONOR

ISSUED 08-2012 EXPIRES 03-15-2016

Stephanie Johnson

D764028307117



SOCIAL SECURITY

472-86-1558

THIS NUMBER HAS BEEN ESTABLISHED FOR

STEPHANIE NOELLE JOHNSON

Stephanie Noelle Johnson
 SIGNATURE



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) JOHNSON		First Name (Given Name) Stephanie		Middle Initial Melle	Other Names Used (if any) Brogie McMahon	
Address (Street Number and Name) 107 Vista Village Court			Apt. Number	City or Town Brownsdale	State MN	Zip Code 55918
Date of Birth (mm/dd/yyyy) 03/15/1968	U.S. Social Security Number 972-86-1558		E-mail Address			Telephone Number 507-320-2240

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

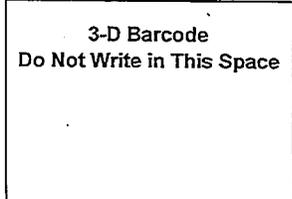
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: Stephanie Johnson	Date (mm/dd/yyyy): 10/10/2015
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Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:			Date (mm/dd/yyyy):		
Last Name (Family Name)		First Name (Given Name)			
Address (Street Number and Name)		City or Town	State	Zip Code	

STOP Employer Completes Next Page **STOP**



Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Johnson, Stephanie

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title: <u>Identification Card</u>		Document Title: <u>Social Security Card</u>
Issuing Authority:		Issuing Authority: <u>Minnesota</u>		Issuing Authority: <u>SSA</u>
Document Number:		Document Number: <u>D764028307117</u>		Document Number: <u>472-86-1558</u>
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy): <u>03/15/2016</u>		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

3-D Barcode
Do Not Write in This Space

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions.)

Signature of Employer or Authorized Representative <u>Garrison Lenz</u>		Date (mm/dd/yyyy) <u>10/12/2015</u>	Title of Employer or Authorized Representative <u>Administrative Assistant</u>	
Last Name (Family Name) <u>Lenz</u>		First Name (Given Name) <u>Garrison</u>	Employer's Business or Organization Name <u>EMPLOYER SOLUTIONS STAFFING GROUP LLC</u>	
Employer's Business or Organization Address (Street Number and Name) <u>7301 OHMS LANE SUITE 405</u>		City or Town <u>EDINA</u>	State <u>MN</u>	Zip Code <u>55439</u>

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:

**DRUG AND ALCOHOL
TESTING CONSENT FORM**

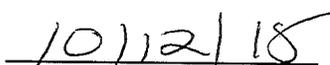
1. I have been allowed to read and inspect a written copy of ESSG policy on drugs and alcohol.

2. I have read the entire contents of this policy and I am aware and fully understand: (a) the policy and its contents; (b) what conduct the policy prohibits and the consequences of such conduct; (c) my rights under the policy and the consequences if I exercise certain rights; and (d) that certain events as described in the policy may result in adverse personnel action, including my termination from employment with ESSG. I understand that this policy in any form, and any employee handbook including this policy, are not a unilateral employment contract or offer thereof.

3. I hereby voluntarily consent to ESSG, or its health service providers, or other persons or entities acting for or with them, to collect a body component (blood, urine, breath, or any combination thereof) from me for testing for alcohol and/or drugs. I understand that the laboratory selected by ESSG may conduct testing and other analysis on the sample provided by me. I further voluntarily consent to the laboratory's disclosure to ESSG of the results of my drug and/or alcohol test and other information related to the test.



Individual's Name



Date

SIGN THIS VERSION OF CONSENT—SAME AS PAGE 6



10:30 am
10/12

CMG APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED

PLEASE COMPLETE PAGES 1-5 DATE 10/9/15

Name JOHNSON, Stephanie, Noelle Brogie-mcMahan
Last First Middle Maiden

Present address 107 Vista Village Court
Number Street
Brownsdale MN 55918
City State Zip

Social Security No. 472 - 86 - 1558

Telephone 507 320-2240 E-Mail brogiecollins@gmail

If under 18, please list age N/A Referred by FRANCIA PEREZ

Position applied for (1) <u>any position</u> and salary desired (2) <u>950</u> <small>(Be specific)</small> <u>North</u>	Shift available to work 1 st <u>#2 choice</u> 2 nd <u>#1 choice</u> 3 rd _____ <i>weekends G.V.</i>
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How many hours can you work weekly? 40+ Can you work nights? yes

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? 10/10/15

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?
 No Yes If so, please explain _____

Do you anticipate any absences from work on a regular basis?
 No Yes If so, please explain _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Pine River High</u>	<u>Pine River MN 56474</u>	<u>7-12</u>	<u>Diploma</u>
College	<u>Central Lakes College</u>	<u>BRAINERD MN 56401</u>	<u>1/2 yr</u>	<u>Nursing assistant</u>
Bus. or Trade School	<u>Institute of dental tech</u>	<u>MEZA AZ</u>	<u>9 mths</u>	<u>Dental assistant</u>
Professional School				

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? ___ Yes No

What is your means of transportation to work? Bus & co-worker

Driver's license number D76402830747 State of issue MN
IP#

Operator ___ Commercial (CDL) ___ Chauffeur ___

Expiration date _____

Have you had any accidents during the past three years? ___ Yes No

If so, how many? _____

Have you had any moving violations during the past three years? Yes ___ No

If so, how many? DWE, DAR

Please list two references other than relatives or previous employers.

Name Caitlin Treague Name Dallas Miranda

Position Nursing student/PCA Position PCA

Company PT convenience store Company _____
Holiday Station Store

Address Lakeshore MN Address Austin MN

Telephone 218851-1788 Telephone (507) 254-0824

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE RESERVE OR NATIONAL GUARD? Yes No

Branch _____ Specialty _____

Date Entered _____ Discharge Date _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Mastersons Temp</u> <u>Bellisias Food Co</u>	Supervisor name <u>Sheila/Mastersons</u>	
Position <u>Line production</u>	Employment dates	Pay or salary
Company <u>Bellisias</u>	From <u>1/14</u>	Start <u>9.50</u>
Address <u>AUSTIN MN</u>	To <u>4/14</u>	Final <u>9.50</u>
Telephone <u>(507) 433-0017</u>	Your last job title <u>Line Production</u>	

Reason for leaving (be specific) Unbeknown to Mastersons or myself
I was fired by Bellisias.

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. packed meat or packages from conveyor belt into box into tape machines, removed boxes from conveyor belt + stacked properly on

Name <u>Textile Care Services</u>	Supervisor name <u>Carissa</u>	
Position <u>Folder/feeder/IRON</u>	Employment dates	Pay or salary
Company <u>Textile Care Services</u>	From <u>12/12</u>	Start <u>9.85</u>
Address <u>215 Woodlake Dr</u> <u>Rochester MN</u>	To <u>3/13</u>	Final <u>9.85</u>
Telephone <u>(507) 252-7500</u>	Your last job title <u>Iron Feeder</u>	

Reason for leaving (be specific) Had allergic reaction to laundering chemicals

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. Fed dry towels into folding machine + then after folding completed removed from belt and put on different belt - fed wet sheets a specific way onto iron machine - helped other areas

APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Staybridge Hotel/Aspen</u>	Supervisor name <u>Misty</u>	
Position <u>Breakfast attendant</u>	Employment dates	Pay or salary
Company <u>Staybridge</u>	From <u>4/12</u>	Start <u>286</u>
Address <u>Rochester MN</u>	To <u>9/12</u>	Final <u>850</u>
Telephone <u>(507) 289-6600</u>	Your last job title <u>Breakfast attendant</u>	

Reason for leaving (be specific) personal

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. Prepared breakfast for guests @ Hotel. Set up & cleaned breakfast area. Kept it stocked - ordered food supplies - Communicated w/ guests,

Name <u>FSK Dahl Hotel</u>	Supervisor name <u>DEB</u>	
Position <u>Breakfast attendant</u>	Employment dates	Pay or salary
Company <u>Hotel</u>	From <u>4/12</u>	Start <u>800</u>
Address <u>Rochester MN</u>	To <u>9/12</u>	Final <u>850</u>
Telephone <u>(507) 288-2671</u>	Your last job title <u>Breakfast attendant</u>	

Reason for leaving (be specific) personal

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. Set up breakfast area, kept stocked for Hotel guests, communicated w/ guests, restocked breakfast items, cleaned up area, kept lobby area clean - 2 nights wk did laundry for Hotel

May we contact your present employer? Yes No N/A

Did you complete this application yourself? Yes No

If not, who did? _____

**PLEASE READ CAREFULLY
APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant



Date:

10/9/15

Name: _____

Achoo!

by Cynthia Sherwood

Achoo! We all sneeze sometimes. Sneezing is a reflex that your body does automatically. That means you cannot make yourself sneeze or stop one once it has started. When you sneeze, your body is trying to get rid of bad things in your nose, such as bacteria. You have extra germs when you have a cold, so you sneeze a lot more. You might also sneeze when you smell pepper!

Inside your nose, there are hundreds of tiny hairs. These hairs filter the air you breathe. Sometimes dust and pollen find their way through these hairs and bother your nasal passages. The nerves in the lining of your nose tell your brain that something is invading your body.

Your brain, lungs, nose, mouth, and the muscles of your upper body work together to blow away the invaders with a sneeze. When you sneeze, germs from your nose get blown into the air. Using a tissue or "sneezing into your sleeve" captures most of these germs. It is very important to wash your hands after you sneeze into them, especially during cold and flu season.



Do you ever sneeze when you walk into bright sunlight? Some people say that happens to them often. Scientists believe the UV rays of the sun irritate the nose lining of these people so they sneeze.

If someone nearby sneezes, remember to tell them "Gesundheit!" That is a funny-looking word which is pronounced "gezz-oont-hite." It is the German word that wishes someone good health after sneezing.

Name: Stephanie Johnson

Achoo Reading Test

(Circle the correct answer)

1. Why do people sneeze?
 - a. The tiny hairs in your nose tickle
 - b. Your body is trying to get rid of bad things
 - c. You can make yourself sneeze when you want to

2. What are the 3 parts of your body work together with your upper body to sneeze?
 - a. Hand, Elbow, Shoulder
 - b. Ankle, Knee, Hip
 - c. Brain, Lungs, Mouth

3. What other things can make you sneeze?
 - a. Pepper, Sun, Dust, and Pollen
 - b. Water, Pop, Flowers, Trees
 - c. Salt, Seasonings, Meat, Fruit

4. What is a German word that people often say to someone that sneezes?
 - a. Good Job
 - b. Gesundheit
 - c. Hang in there

5. What should you do after you sneeze into your hands especially during cold and flu season? This should also be done in the production area!
 - a. Wipe them with a tissue
 - b. Nothing
 - c. Wash your hands