



Preliminary Questions

For CMG use only

Name: Anna Close

Date: 10/20/15

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? North
5. What shift do you prefer? 1st

To be completed during interview only

Date of interview 10/20/15

Have you ever been convicted of a crime? Yes No

Explain

Incident _____

Employee Signature _____

Interviewer Signature [Signature]

Name: Ann Dose

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: _____

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



Applicant Interview Score Card

Name Ann Dose Date of Interview 10/20/15

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

48

Former Employer Rating Bonus Points 1-20

1

Interviewer:

Total Points

48

Date:

10/20/15

ANN DOSE

2110 49 Lane NW • ROCHESTER, MINNESOTA 55901 • (507) 289-4236 ANNDOSE@JUNO.COM

OBJECTIVE

Dependable worker looking for an interesting position with a growing company. Motivated to learn new things and work as a team with the possibility of advancement in the company.

EXPERIENCE

- April 2015-September 2015 **Dock Clerk**, Americold/MEB Resources, Zumbrota
- Checked drivers in and out
 - Worked with Red Prairie Computer System
 - Faxed and scanned paperwork
 - Gave work direction
- February 2015-April 2015 **General Laborer**, Bard /Masterson, Stewartville
- Package insertion kits
 - Inspect packaged medical devices
- July 2014-January 2015 **Line Technician**, Pace Dairy/Kelly's, Rochester, MN
- Cleared machines of box jams
 - Inspected cheese packages
 - Changed machines over to run different sized packages
- May 2014-June 2014 **Operator's Assistant**, Schmidt Printing / Manpower, Byron, MN
- Prepared material to ship
 - Moved material with pallet jack
 - Operated pallet lift
- February 2004-April 2014 **Order Fulfillment/Shipping Tech**, IBM/Manpower, Rochester, MN
- Ensured orders shipped on time
 - Oversaw activities directly related to packing and shipping products
 - Inventory
 - Receiving
 - Trouble shooting
 - Managed Staff

EDUCATION

National Restaurant Association Certified Food Manager/ServSafe Program
Hawthorne Education Center, 2015

Mazeppa High School, Mazeppa, MN

- High School Diploma

AWARD

100% Attendance Certificate from Hawthorne Center ServSafe Program



CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 10-20-15

Name Dose Ann Louise
Last First Middle Maiden

Present address 2110 49th LN NW
Number Street
Rochester MN 55901
City State Zip

Social Security No. 471 - 54 - 1125

Telephone (507) 289 - 4236 E-Mail anndose@juno.com

If under 18, please list age _____ Referred by _____

Position applied for (1) _____ Shift available to work
 and salary desired (2) _____
 (Be specific) 1st _____
2nd _____
3rd _____

How many hours can you work weekly? 40+ Can you work nights? prefer not to

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

When available for work? daytime hours

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>Mazzeppa High School</u>	<u>Mazzeppa MN</u>	<u>12</u>	<u>Diploma</u>
College				
Bus. or Trade School	<u>Hawthorne Edu Center</u>	<u>Rochester, MN</u>	<u>6 weeks</u>	<u>Serv Safe</u>
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s), dates of conviction(s), sentence(s) imposed, and type(s) of rehabilitation. _____

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? car

Driver's license number X774277612318 State of issue MN

Operator Commercial (CDL) Chauffeur

Expiration date 10-16-2019

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? _____

Please list two references other than relatives or previous employers.

Name Richard Miller Name Sharon Webb

Position ECA Position Global Technology Services

Company IBM Company IBM

Address HWY 52 N Address HWY 52 N

Rochester, MN 55901 Rochester, MN 55901

Telephone (507) 884-4323 Telephone (507) 254-1810

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 _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	To	Final
Telephone (____) _____	Your last job title _____	
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.		

Name _____	Supervisor name _____	
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Address _____	To	Final
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Reason for leaving (be specific) _____		
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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.**

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.									

May we contact your present employer? Yes No

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: 10-20-15