



ENTERED

CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 1/24/17

Name Downing Todd C.
Last First Middle Maiden

Present address 1817 5th AVE SW
Number Street
ROCHESTER MN 55902
City State Zip

Social Security No. 540 - 02 - 9190

Telephone (507) 990-0718 E-Mail TCDOWNING2011@GMAIL.COM

If under 18, please list age _____ Referred by _____

Position applied for (1) <u>WAREHOUSE</u> and salary desired (2) _____ (Be specific)	Shift available to work 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/> 3 rd <input checked="" type="checkbox"/>
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How many hours can you work weekly? 55 Can you work nights? yes

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

When available for work? IMMEDIATELY

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	SAN MARCO UNIFIED	SAN MARCO, CA	1	DIPLOMA
College	SKYLIVE COLLEGE	SAN BRUNO, CA	1	N/A
Bus. or Trade School				
Professional School				

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>MCNEILUS</u>	Supervisor name <u>LANCE MILNER</u>	
Position <u>MATERIAL HANDLER</u>	Employment dates	Pay or salary
Company _____	From <u>MAY 2015</u>	Start <u>13.00</u>
Address <u>DODGE CENTER</u>	To <u>APRIL 2016</u>	Final <u>14.31</u>
Telephone <u>(507) 421-0478</u>	Your last job title <u>MATERIAL HANDLER</u>	
Reason for leaving (be specific) <u>INJURY</u>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. <u>KANSAS MANAGEMENT, ORDER PICKING, FORKLIFT INVENTORY CONTROL, LINE SUPPORT, WRITE WORK ORDERS, PLACE PURCHASE ORDERS</u>		

Name <u>HY VEE-BARLOW</u>	Supervisor name <u>BILL ANDREW</u>	
Position <u>BAKERS ASSISTANT</u>	Employment dates	Pay or salary
Company _____	From <u>SEP 2014</u>	Start <u>10.00</u>
Address <u>ROCHESTER, MN</u>	To <u>MAY 2015</u>	Final <u>10.00</u>
Telephone <u>(507) 288-8233</u>	Your last job title <u>BAKERS ASSISTANT</u>	
Reason for leaving (be specific) <u>WORK FOR MCNEILUS</u>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. <u>CUSTOMER SERVICE, PACKING/PRICING PRODUCTS, CLEANING EQUIPMENT, PREPARING PASTRIES FOR BAKERS</u>		

**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.

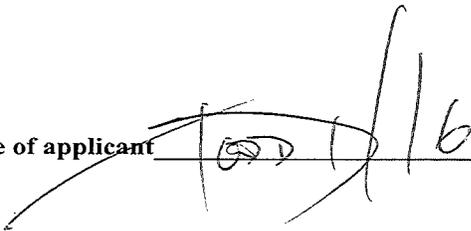
I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by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

1/24/17

Todd C. Downing

Rochester, MN 55902

507-990-0718

tcdowning2011@gmail.com

OBJECTIVE

Obtain a position with an organization that compliments my talents and challenges me to continuously improve those talents.

PROFESSIONAL EXPERIENCE

MATERIAL HANDLER

- Pick orders and deliver parts to production areas.
- KANBAN management.
- Coordinate with production management to expedite part shortages.
- Write workers orders and place purchase orders.
- Forklift and crane operations.

PROJECT MANAGEMENT

- Oversee plant redesign.
- Make capital goods purchases and hiring staff to meet future needs.
- Completed \$2.1 million project on-time and under budget.

TEAM LEADERSHIP

- Lead morning meetings on team's daily and quarterly goals.
- Coordinate with production to meet staffing needs on 1st and 2nd shifts.
- Train staff on best practices and company policies.

COMPUTER SKILLS

- Use of various Enterprise systems based on Oracle framework.
- Advance skills with Microsoft Excel, Word, PowerPoint, Access, Outlook.
- Creation and maintenance of company intranet using MS SharePoint.

EMPLOYMENT HISTORY

Material Handler, McNeilus Truck Manufacturing, Dodge Center, MN 10 Months
Senior Analyst, UPS – Supply Chain Solutions, Phoenix, AZ 9 Years
Warehouse Lead, Mackie Designs, Woodinville, WA 6 Years

EDUCATION

Skyline College, US History, San Bruno, CA. 1994

OTHER TRAINING AND CERTIFICATES

OSHA Safety Officer, DOT Hazardous-Materials, Supply Chain Management,
Forklift Operator License, Co-chair United Way Drive



Preliminary Questions

For CMG use only

Name: Todd Downing

Date: 1/24/17

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? _____
5. What shift to you prefer? _____ whse

To be completed during or after interview

Date of interview 1/24/17

X Have you ever been convicted of a crime? Yes _____ No _____

Explain

Incident _____

X Employee Signature _____

Interviewer Signature _____

Name: Todd C Downing

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

Todd Downing

Material Handler - McNeilus Truck Manufacturing

Rochester, MN

tcdowning2011@gmail.com - 507-990-0718

Obtain a position with an organization that compliments my talents and challenges me to continuously improve those talents.

WORK EXPERIENCE

Material Handler

McNeilus Truck Manufacturing - Dodge Center, MN - May 2015 to April 2016

KANBAN MANAGEMENT.

FORKLIFT OPERATIONS.

INVENTORY CONTROL.

PLACE PURCHASE ORDERS.

WRITE WORK ORDERS.

RESOLVE PART SHORTAGES.

KIT PICK.

DELIVER PARTS TO PRODUCTION.

BACKFLUSH WORK ORDERS TO CREATE PARTS.

Bakery Assistant

Hy-Vee, Inc. - Rochester, MN - September 2014 to May 2015

CUSTOMER SERVICE.

PREPARE PASTRIES FOR BAKERS.

PACKAGE AND LABEL BAKED GOODS.

CLEANING.

ENSURE DEPARTMENT MEETS OR EXCEEDS STATE HEALTH REGULATIONS.

Auditor

Volt Workforce Solutions - Orange, CA - June 2011 to April 2012

CONTRACT EMPLOYEE TO PACSUN OF ANAHEIM, CA.

AUDIT PERSONNEL FILES TO ENSURE THEY MEET STATE AND FEDERAL LAW.

PROJECT MANAGEMENT. PRODUCE AND DISTRIBUTE PROJECT REPORTS TO VP OF HUMAN RESOURCES.

COACH STORE AND DISTRICT MANAGEMENT.

Vendor Management Specialist

UPS - Supply Chain Solutions - Scottsdale, AZ - April 2009 to October 2010

SCREEN POTENTIAL VENDORS.

PERFORM BACKGROUND CHECKS.

SUBMIT VENDORS WITH ACCEPTABLE BACKGROUNDS FOR CLEARANCE WITH DEPARTMENT OF HOMELAND SECURITY..

ASSIST STATION MANAGERS WITH DHS INSPECTIONS.

ENTER AND MAINTAIN ACCURATE VENDOR INFORMATION UPS-SCS ENTERPRISE SYSTEM

TEAM LEAD ON-SITE ADMINISTRATIVE STAFF.

CO-CHAIR UNITED WAY CAMPAIGN.

Administrative Assistant

UPS - Supply Chain Solutions - Scottsdale, AZ - April 2001 to April 2009

CREATE AND DISTRIBUTE DAILY QUALITY REPORT COVERING ALL STOCKING AND DISTRIBUTION LOCATIONS IN NORTH AMERICA.

CREATE AND DISTRIBUTE MONTHLY AND QUARTERLY REPORTS.

PROCESS ANALYSIS, DOCUMENTATION, AND REVISION.

PROVIDE TRAINING TO MANAGEMENT ON STOCKING, INVENTORY PROCEDURES, AND QUALITY METRICS.

CHANGE ADMINISTRATION.

CREATE AND MAINTAIN INTERNAL WEB ACCESSIBLE KNOWLEDGE BASE.

EDUCATION

History

Skyline College - San Bruno, CA

1994

SKILLS

MICROSOFT OFFICE (10+ years), Excel (10+ years), Word (10+ years), MICROSOFT OUTLOOK (10+ years), Powerpoint (10+ years), Project Management (2 years), Oracle (5 years), Sharepoint (5 years), Shipping And Receiving (5 years), Inventory Management (5 years), Inventory Control (5 years), Supply Chain Management (4 years), Purchasing (1 year), Project Management (2 years), Process Improvement (4 years), Change Management (3 years), Training (4 years), Team Building (5 years), Supervising (5 years), Supervisor (5 years), Budgeting (3 years), Forklift Operator (5 years)

ADDITIONAL INFORMATION

COMPUTER SKILLS

- Use of various Enterprise systems based on Oracle framework.
- Advance skills with Microsoft Excel, Word, PowerPoint, Access, Outlook.
- Creation and maintenance of company intranet using MS SharePoint.