

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



ENTERED

Applicant Information

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

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Laura Duffield Date: 6/18/18

Address: (Street Address) 6969 Cottonwood Ct NW (Apt. /Unit #) _____

(City) Rochester (State) MN (ZIP Code) 55901

Phone: (507) 513-1599 Email: lnduffield@gmail.com

Social Security No. 470 35 7845 Date Available: 6/18/18

Position Applied for: Seasonal Desired Salary: \$12/hr.

Shift Available to work: ☒ 1st ☒ 2nd ☐ 3rd Employment desired: ☒ Full-Time ☒ Part-Time

Are you authorized to work in the U.S.? ☒ Yes ☐ No

How did you hear about us? Neighbor Referral Name: D

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? ☒ No ☐ Yes

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Century High School	2525 Viola Rd. NE Rochester, MN	4	Diploma
College	Luther College	700 College Dr. Decorah, IA 52001	1 (still enrolled)	Majoring in Biology & Environmental Science - Bachelor's
Bus. Or Trade School				
Professional School				

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Previous Employment

Company: Luther College Cafeteria Phone: ~~507-253-1234~~

Address: 700 College Dr. Decorah, IA Supervisor: _____

Job Title: Food Preparation / Sales Starting Salary: \$ 8 Ending Salary: \$ 8

Responsibilities: Cut vegetables, prepare package sandwiches, cashier

From: Sept 2017 To: Feb 2018 Reason for Leaving: End of semester, increased coursework in sem. 2

May we contact your previous supervisor for reference? ☐ Yes ☒ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? ☐ Yes ☐ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? ☐ Yes ☐ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? ☐ Yes ☐ No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: Laura Duffield Date: _____

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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 Sama Polfield Date: 6/18/18



Preliminary Questions

For CMG use only

Name: Laura Puffield

Date: 6/18/18

1. If hired are you willing to take a drug test? yes
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? yes - gluten (including wheat) / celiac's Disease
It's fine as long as I don't eat it.
3. Are you able to work with pork? yes
4. Which plant do you prefer? either
5. What shift do you prefer? either

To be completed during or after interview

Date of interview 6/18/18

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

Explain

Incident _____

→ Employee Signature Laura Puffield

Interviewer Signature [Signature]