

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

Q-20 @
10:00 am



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) Cynthia Okai Cynus Date: 09/14/22

Address: (Street Address) 1918 1/8 1/2 Ave NW (Apt. /Unit #) 2

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

Phone: 701-306-3908 Email: CynusDKai200@gmail.com

Social Security No. 824-80-1800 Date Available: 09/20/22

Position Applied for: _____ Desired Salary: _____

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? Indeed Referral Name: _____

If under 18, please list age: _____

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

Handwritten notes:
2nd
8/17
10:00
OLB

Education

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Dutch Fork High School			
College				
Bus. Or Trade School				
Professional School				

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Previous Employment

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

Previous Employment

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

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

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From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Previous Employment

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: C. D. Hall Date: 09/14/22

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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 C. D'Kau Date: 09/14/22

9/14 1030A

Cyrus Okai

Moorhead, MN 56560
cyrusokai2_pym@indeedemail.com
+1 701 306 6908

Authorized to work in the US for any employer

Work Experience

Production Associate

CI Sport - Fargo, ND
Present

- Receiving work order jobs for Screen Printing.
- Examining work orders to determine estimated printing times, ink, and material quantities.
- Designing screen patterns according to customer specification.
- Selecting screen size, degreasing agents and emulsion coatings.
- Loading screen into printer.
- Installing and repositioning screen printing plates and pressure roles.
- Calibrating printer before batch is printed.
- Running prints and performing quality checks throughout the printing process.
- Troubleshooting problems as they arise.

Manufacturing Associate

WestRock
Present

News Production Assistant

Valley News Live - Fargo, ND
July 2019 to March 2021

Operate all studio equipment
Printing and distributing transcripts
Operate audio board and run graphics
Relayed messages between Producers and news anchors.
Basic housekeeping

driver/associate

D and D Non Emergency Transportation LLS - South Carolina
January 2016 to March 2017

- Executed daily pre-trip safety inspections on all equipment
- Verified and completed required documentation and reports
- Complied with hazardous material regulations and procedures
- Followed dispatch instructions and communicated with dispatch as required including delays arrivals and equipment problems
- Communicated with customers to determine pick-up or delivery needs
- Demonstrated internal and external customer service
- Solicit additional business from customers and provide leads for potential sales opportunities

- Applied a knowledge of all applicable laws/regulations safety standards as well as company policies/procedures

Direct Support Professional

Courtesy care living - Moorhead, MN

- Provides direct care to those with intellectual and developmental disabilities.
- Performs personal care tasks, including assistance with basic personal hygiene and grooming, feeding, and ambulation, medical monitoring, and health care related tasks.
- Fosters positive relationships between caretakers and individuals served.
- Ensures client safety and maintaining a safe environment.
- Reminds and assists clients with self-administration of medications (with proper training).
- Encourages self-help activities.
- Reports changes in client's condition or family situation to administrators and supervisors.
- Documents services provided.
- Performs home management functions such as light housekeeping, laundry, bed making, and cleaning.
- Plans meals, shopping for groceries, preparing and serving food/meals, feeding and clean-up.
- Accompanies clients to scheduled appointments and transports clients or running errands for clients.

Education

Associate in Liberal Arts

Minneapolis Community and Technical College - Moorhead, MN

August 2018 to Present

Associate in Liberal Arts

Minneapolis Community and Technical - Moorhead, MN

January 2018 to Present

Skills

- Assembly Worker (1 year)
- Active Listening, Critical Thinking, Multi tasking, Teamwork Microsoft office (3 years)
- Assembly Line (1 year)
- Customer Service (4 years)
- Inventory
- Sales (1 year)
- Customer Service (2 years)
- Microsoft Office (3 years)
- Microsoft Word (1 year)
- Excel
- Mechanical Knowledge (2 years)
- Computer Skills (4 years)
- Negotiation (3 years)
- Screen printing

- Color management

Certifications and Licenses

driver's license

Additional Information

- Good verbal and written communication skills
- Basic computer knowledge
- Clean driving record
- Perfect attendance record
- Time management skills • Valid driver license
- Ability to work on-call or as needed
- Lifts up to 50 pounds
- Global positioning systems (GPS)•

CMG Preliminary Questions



Name: Cymis Okan

Date: 09/14/22

Please Mark Yes or No

- OK 1. If hired are you willing to take a drug test? Yes No
- OK 2. Do you have any known food allergies to soy, wheat, peanuts, or milk? Yes No
- OK 3. Are you able to work with pork? Yes No

Please Mark Your Preferred Position

- OK 4. Which plant do you prefer? South North
- OK 5. What shift to you prefer? 1st 2nd 3rd

To be completed during or after interview

Have you ever been convicted of a crime? Yes ___ No ✓

Explain Incident _____

Employee Signature C. Okan

Interviewer Signature [Signature]