

# 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



### 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) Akway Jote Date: 05-31-19  
 Address: (Street Address) ~~2015 14~~ 2015 41 st NW (Apt./Unit #) K23  
 (City) Rochester (State) MIN (ZIP Code) 55901  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security No. 805-85-5189 Date Available: 06-06-19

Position Applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Shift Available to work: \_\_\_ 1<sup>st</sup> \_\_\_  2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> Employment desired:  Full-Time \_\_\_ Part-Time

*North  
2nd*

Are you authorized to work in the U.S?  Yes \_\_\_ No

How did you hear about us? pry good Referral Name: Nyidmua

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	<u>Centur</u>			<u>high school diploma</u>
College				
Bus. Or Trade School	<u>Trad BT School</u>			
Professional School				

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**Previous Employment**

Company: C.M.G. Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ 10 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: \$ \_\_\_\_\_  
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

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: \_\_\_\_\_ 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  \_\_\_\_\_ Date: 05-31-19

Handwritten notes at the top left of the page.

Jagor Akwai  
507-202-2791

5/1

Handwritten notes at the bottom left of the page.







## New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG interview. Please sign and date the bottom of the sheet stating that you received your login information.

**CMG/ ESSG / Reichel Foods Handbook**

**Healthcare Notice of Exchange and Website for Enrollment**

**Safety Policy**

**Drug and Alcohol Testing Policy**

Website: <https://nhov2.esgazure.com/login/cm>

Login Name: 5072714073

Login Password: Ja@ 5189

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the times or its content, that it is my responsibility to address my questions with my supervisor or CMG representative, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Signature:  Date: 6/5/2019

## AUTHORIZATION TO RELEASE INDUSTRIAL HEARING TEST RESULTS

I understand that a successful hearing test is a condition of my employment by Employer Solution Staffing Group, LLC. to work at the facility of Reichel Foods, Inc., and further, that Employer Solutions Staffing Group may, at its discretion, share the results of any such hearing test with Reichel Foods Inc.

I also understand that Employer Solutions Staffing Group may, at its discretion, conduct periodic hearing tests on me during the course of my employment with Employer Solutions Staffing Group and I consent to such tests.

First Name: Jole

Middle Name: annet

Last Name: AKWAY

Social Security Number: 5078900062

Date of Birth: 01 JAN 1999

Gender (Circle one):      Male       Female

My Signature: [Signature]

Today's Date: 6/5/2019

### Employee Photo Release Form

I, Jole, agree to let Reichel Foods use my picture for internal security purposes. I also agree to submit a written request to Reichel Foods if/when I wish my photo be removed from the company database.

Employee Signature Name: [Signature]

Date: 6/5/2019

## Julie's Race

The dogsled race was about to begin. Julie's team of dogs was lined up at the starting gate. Julie stood behind them. The air was so cold that she could see her breath. Other teams were lined up, too, and the dogs were excited. Julie kept her eyes on the dock. At exactly ten o'clock, she and the other racers yelled, "Mush!" the dogs knew that meant "Go!" They leapt forward and the race began!

Julie had trained months for this race, and she hoped she and her dogs would win. Hour after hour, day after day, Julie's dogs pulled the sled in order to get in shape for the race.

Now, they ran over snowy hills and down into frozen valleys. They stopped only to rest and eat. They wanted to stay ahead of the other teams. The racers had to go a thousand miles across Alaska. Alaska is one of the coldest places on Earth. The dogs' thick fur coats helped keep them warm in the cold wind and weather. In many places along the route, the snow was deep. Pieces of ice were as sharp as a knife. The ice could cut the dogs' feet. To keep that from happening, Julie had put special booties on their feet.

At first, the dogs seemed to pull the sled very slowly. They were still getting used to the race. But on the third day out, they began to pull more quickly. They worked as a team and passed many of the other racers. Once one of the sled's runners slid into a hole and broke. Julie could have given up then, but she didn't. She fixed it and they kept going.

When they finally reached the finish line, they found out that they had come in first place! It was a great day for Julie and her dogs.

1. The author of "Julie's Race" wrote the story in order to do what?
  - a. To describe how dogs stay warm in the cold weather
  - b. To tell about a dogsled race
  - c. To explain how cold it can be in winter
2. Where does the dogsled race take place?
  - a. In Antarctica
  - b. On a track
  - c. In Alaska
3. What happened **BEFORE** the dogs began running?
  - a. The dogs pulled the sled slowly
  - b. Julie and the dogs lined up at the starting gate
  - c. The runner on Julie's sled broke
4. Julie's team of dogs lined up and the starting gate. What does team mean?
  - a. Friends and family
  - b. Many dogs
  - c. A group working together



## Preliminary Questions

For CMG use only

Name: Jojo

Date: 6/5/2019

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? No
3. Are you able to work with pork? Yes
4. Which plant do you prefer? N
5. What shift do you prefer? 2

**\*To be completed during or after interview\***

Date of interview \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No No

Explain

Incident \_\_\_\_\_

Employee Signature \_\_\_\_\_

Interviewer Signature Sherron



**Case Verification Number: 2019156151002**

Report prepared: 06/05/2019



### Company Information

Company ID: 1284996

Company Name:  
Management Group

Client Company ID: 1284996

Client Company Name: ESSG - Corporate  
Management Group

### Employee Information

Name: Jote O. Akway

Date of Birth: 01/01/1999

U.S. Social Security Number: \*\*\*-\*\*-5189

Employee's First Day of Employment:  
06/05/2019

Citizenship Status: Lawful Permanent Resident Alien/USCIS Number: A212870174

### Document Information

List A Document: Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Document Number: lin1890550751

### Case Information

Current Case Result: Closed

Case Submitted By: Diana Elton

Case Status: Employment Authorized

Reason for Closure: Employment Authorized  
Auto Close





# Disciplinary Report Form

<b>Employee name:</b> Jote Akway	<b>Hire Date:</b> 7/8/2019	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2nd	<b>Supervisor:</b> Jeff Ramaker

**Offense track:**      Performance issue                      Work rule violation, **Work rule violated, if any:**

**Type of offense:**  Absenteeism    Tardiness    Misuse of property/equipment    Using property/equipment for personal use    Leaking confidential information    Theft or fraud    Lying or cheating    Falsifying company documents    Unsafe behavior    Eating in undesignated areas    Smoking in undesignated areas    Posting items without permission    Spreading gossip    Using vulgar language    Horseplay    Indecent behavior    Bringing weapon onsite    Bringing illegal drugs/alcohol onsite    Failing to follow instructions    Poor work quality    Poor work quantity    Refusing to work    Sleeping on the job    Poor hygiene    Poor housekeeping    Disregarding dress code    Other    Disruption in the work place    Threatening or creating conflict w/ coworkers

## Absenteeism

**Incident description:** (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

## Unexcused Absence on 7/23/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 7/24/2019
-------------------------------------	---------------------------

(Shaded area to be completed by Human Resources only.)

**Progressive step:**  Oral warning\*    Suspension (unpaid)  
 Written reprimand    Release    Suspension (paid) \*File  
*apart from personnel files and copies thereof*

**Previous warnings:** Type:   Offense:   Date:   Type:   Offense:  
Date:   Type:   Offense:   Date:

Notified upon Hire

## Written Warning for the attendance policy

**Consequence if incident occurs again:**  
**Possible Written Warning / Possible Final Warning**

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 7/24/2019
--	---------------------------

**Employee statement:**    I agree with the incident description above.    I disagree with the incident description above.  
**Date report presented to employee:**

**Employee comments:** (Attach sheets if necessary.)

**Go 2 months without calling in**  
**\*\*Please sign and return to CMG\*\***

**Employee acknowledgement:** My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Witness signature (if any):** \_\_\_\_\_ **Date:** *7/30/2019*  
**Signature of person presenting report:** *[Signature]* \_\_\_\_\_ **Date:** \_\_\_\_\_

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Date:   Type:   Offense:   Date:

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<b>Signature of person presenting report:</b> _____	<b>Date:</b> _____

1. Introduction  
2. Methodology  
3. Results  
4. Discussion  
5. Conclusion

6. Appendix  
7. References  
8. Acknowledgements  
9. Contact Information

10. Bibliography  
11. Index  
12. Glossary

13. Appendix A  
14. Appendix B  
15. Appendix C

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jote Akway

Date: 11/24/2020

Supervisor Name: Cham Ouk

Hire Date: 4/13/20

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents               Other

## 2. Details of Unsatisfactory Behavior/Actions:

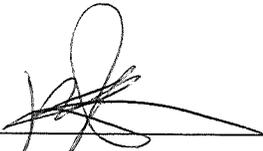
Jote was asked to move to a different position to keep production running efficiently but told the supervisor no and she didn't want to move to a different position. This is insubordination and she is not following our rotating schedule to avoid work injuries.

## 3. Prior Warnings:

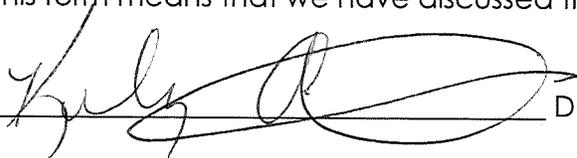
Verbal for taking excessive breaks on 10/1/20, Coaching for leaving facility for break with no approval on 8/24/19, 7/9/20 coaching for arguing with supervisor and swearing regarding the supervisor sending another employee home.

## 4. The following immediate corrective action must be taken by the employee.

**Further infractions will result in assignment end.**

Employee Signature:  Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature:  Date: 11/27/20



# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jote Akway

Date: 1/6/2021

Supervisor Name: Cham Ouk

Hire Date: 4/13/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Went to break 15 mins before break and went to restroom. She did not return from her restroom break and then went to a full break. She did not ask for an extended break and left her duties unattended. She has been spoken to on two previous occasions and was notified of her job expectations.

## 3. Prior Warnings:

Written – 12/17/20, Verbal – 10/2/20

## 4. The following immediate corrective action must be taken by the employee.

**Failure to do so will result in further disciplinary action up to and including termination.**

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: [Signature] Date: 1/17/2021

Note: Your signature on this form means that we have discussed the situation(s).

Please Return to my office  
Manager's Signature: [Signature] Date: 1/20/2021

Left Voice message to number on file: 1/6/2021 @1020a. (507-271-4073)

Left Voice message to number on file as well as EC on file: 1/7/2021 @9a. (EC-507-202-2791)

Mailing out warning on 1/8/21 to address on file.



# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jote Akway

Date: 1/6/2021

Supervisor Name: Cham Ouk

Hire Date: 4/13/2020

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Date: 1/6/2021

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- Verbal Warning                       Written Warning                       Final Warning  
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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

message 1/7 @ 9Am  
message 1/6 @ 1020Am



***Came to the office on 1/20/21 with the mailed warning. She again took an unexcused excessive break on 1/12/21 and per the client, after warnings given and opportunities to improve, there has been no improvement and Jote's assignment will end.***





## CONFIRMATION OF RESIGNATION

I JOE AKWAX do confirm that I am resigning my position with Corporate Management Group at their client location, Reichel Foods. This is effective as of ~~9/18/19~~ 9/18/19

Reason why employee is resigning: I M going back to Schol

  
\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(CMG Rep. Signature)