

**CORPORATE MANAGEMENT GROUP**

**Employment Application**

Office Hours: Monday-Friday 9am-3pm

Office Number: 507-838-5994

Office Address: 1232 Valley High Dr NW Rochester, Mn 55901



**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) Ellis, Jeffrey Date: 5/13/21

Address: (Street Address) 13041 8 1/2 Street SE (Apt. /Unit #) \_\_\_\_\_

(City) Rochester (State) MN (ZIP Code) 55904

Phone: (507) 990 8018 Email: jeff.ellis90@yahoo.com

Social Security No. 565 95 0690 Date Available: 5/17/21

Position Applied for: HR Assistant pt Desired Wage: \$18.00

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

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

How did you hear about us? Ziprecruiter 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 12:30p - 4:30p M-F

**Education**

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

Please See Attached

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*Please See Attached*

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

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: *Jeffrey T. Ellis* Date: 5/13/21

# CORPORATE MANAGEMENT GROUP

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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: 5/13/21

**mi MINNESOTA** **DRIVER'S LICENSE**  
USA

NOT FOR FEDERAL IDENTIFICATION

1 ELLIS  
2 JEFFREY TODD  
8 1304 S 1/2 ST SE  
ROCHESTER, MN 55904-4919

4d DL# **B212-063-739-405** 4a ISS **02/17/2021**  
3 DOB **09/07/1972** 4b EXP **09/07/2025**  
9 CLASS D 9a END NONE  
12 RESTR 2

15 SEX M 17 WGT 230 lb  
16 HGT 5'-10" 18 EYES BLU

5 DD 00000004255456

*Jeffrey*  
*J. Ellis*

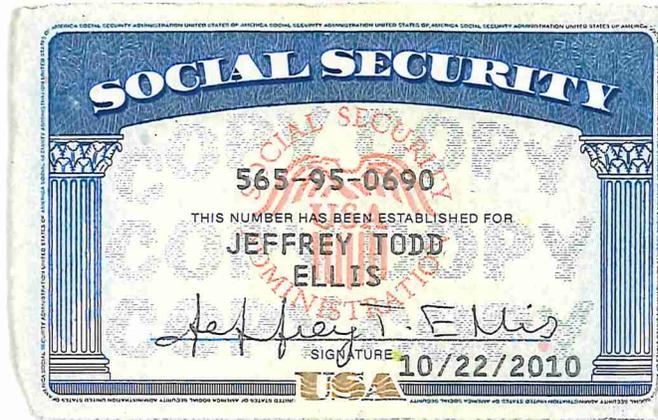
09/07/72



CLASS: D-Single Veh or combination up to 26,000 lbs. GVWR/GCWR  
END: None  
RESTR: Corr, Lenses

Living Will/Healthcare Directive





This card belongs to the Social Security Administration and you must return it if we ask for it.

If you find a card that isn't yours, please return it to:

Social Security Administration  
P.O. Box 33008, Baltimore, MD 21290-3008

For any other Social Security business/information, contact your local Social Security office. If you write to the above address for any business other than returning a found card you will not receive a response.

Social Security Administration  
Form SSA-3000 (10-2007)

F77898079

5/10 @ 9 AM

# Jeff Ellis

1304 8 ½ Street SE, Rochester, MN 55904 | 507-990-8018 | jeff.ellis90@yahoo.com

Dedicated team player eager to strengthen existing leadership skills in a challenging opportunity within a progressive organization.

## Profile of Qualifications

- Results-driven professional with a track record of excelling in positions with increasing levels of responsibility.
- In-depth understanding of effective business process improvement strategies obtained throughout completion of successful capstone project focused on driving growth within previously stagnant businesses.
- Strong research and written communication skills.

## Education & Professional Development

Bachelor of Arts in Business Management, Augsburg University, Rochester, MN; 2005

## Skills

- Strategic Planning
- Analytical Problem-Solving
- Training

## Experience

### Express Employment Professionals, Rochester, MN (2018-Current)

- Completed various office assignments as Quote Specialist; Receptionist, Administrative Assistant.
- Data-base Updating.
- General office duties.

### IBM, Rochester, MN; Warehouse Associate (2011-2018)

#### Dislocated Worker; Full-Time Schooling (2015-2018)

- Demonstrated an ability to complete tasks and meet production goals within a fast-paced environment.
- Utilized strong organizational abilities to increase efficiency and improve productivity.
- Continually recognized for exceeding expectations.
- Recipient of letter of commendation.
- Maintained quality control throughout all shipping, inventory, and labeling operations; used RFID tags to properly track inventory.
- Unload Truck Electric Power Jacks/Lift Jack.

### Sunrise Senior Living, Rochester, MN; Care Manager (2008-2010)

- Fulfilled key role within fast-paced assisted living community, with associated duties including event coordination, maintaining adherence to company policies, and tracking resident information.
- Used strong interpersonal skills to successfully maintain open lines of communication, relayed pertinent information to appropriate parties.

### ZED, Rochester, MN; Administrative Associate (2007-2008)

- Exemplified strong organizational skills while performing various administrative tasks.
- Event coordination, maintaining proper office supply inventory levels and accurate data entry.

### Labor Ready, Rochester, MN; Area Account Representative (2005-2007)

- Used strong communication abilities to establish and maintain positive relationships with key accounts; implemented various strategies to continually grow existing client base.
- Demonstrated excellent organizational skills while tracking / updating account information.

### Barlow Foods HyVee, Rochester, MN; Night Supervisor (2001-2005)

- Completed weekly process of writing employee schedule for 200 employees.
- Managed 24 employees on evening Shift.
- Cashiering, PR, Grocery Ordering via Percon Machine, Assist Customers & Management.



3605 Highway 52 N  
Rochester, MN 55901

January 21, 2013

To Whom It May Concern:

I am writing to recommend Jeffrey Ellis for employment with your organization. I have known Jeffrey for over 2 years during which time he has worked as a Quality Test Analyst in my area. I am impressed with his ability to learn and contribute to the team in such a short period of time.

Jeffrey is very bright and highly motivated. He has excellent written and verbal communication skills, is extremely organized, and can work independently. Upon completion of his tasks, he always seeks additional tasks and is always willing to work overtime when needed. I am confident that he will devote himself to a position with your organization with a high degree of diligence.

It is unfortunate that our business is moving and we must reorganize and lose valued employees such as Jeffrey. I highly recommend him for any position or career that he may now choose to pursue.

If you have any additional questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Raze A. Geho".

Raze A. Geho  
Manufacturing Test Supervisor  
IBM Corporation  
3605 Hwy 52 N  
Building 203, Dept. XR7A  
Rochester, MN 55901  
(507) 253-4257  
[rgeho@us.ibm.com](mailto:rgeho@us.ibm.com)

CMG / Rochester Meat Company  
Interview Questionnaire

Applicant's Name: \_\_\_\_\_

Date/ Time: 5/10 9AM

Position applied for: HR Ad m.

1. Why do you want to come work at the Rochester Meat Company?

Position I studied  
would like to work | HR

2. Can you tell me a little about your previous work experience?

Party try (2000) | office work  
Acting Judge (Case)

3. What did you like most about your present/past jobs?

office law | would like google doc.  
clerk.

4. What did you like least about one of your present/past jobs?

Slow time! | keeping busy.

5. Why did you leave your previous jobs?

Have care | could | looking  
for the right position - out of man.

6. Sometimes conflicts can arise with co-workers. How have you handled conflicts with coworkers in the past (or how would you handle a conflict with a co-worker)?

lets talk - get to the point.  
Depend situation.

7. Sometimes disagreements can arise between supervisors and employees. How have you handled disagreements with your supervisor in the past (or how would handle a disagreement with your supervisor)?

side with supervisor | talk thru whole situation  
company | employee explain.

8. With any new job there are a lot of things to learn in a short period of time. What would you do if you did not understand how to perform a particular task?

Ask!  
wait a time.

9. Rochester Meat Company has a lot of safety rules and procedures. Do you feel that sometimes it is acceptable to ignore safety rules if it helps you complete the job faster?

No set in place for a reason.

10. How would you stay motivated while performing repetitive clerical tasks?

would stay because  
he knows me

11. What aspects of assisting HR managers do/would you enjoy most?

Accounting skills. want  
more / together.

12. How will your skills help you succeed on the job?

Follow through ~~down~~ room for growth.  
Business / understanding people

13. How do you handle working under tight deadlines?

work long hours / respect / management / Help / ~~Try~~

13. Are you able to work the scheduled shift - Monday through Friday?

Do what you have to do.  
 YES  NO

Notes:

10 Am  
Wed. 5/12/21

## Reference List

**Reference Type**

Professional

**Name**

Eric King  
Olmsted County (Detention Deputy)

**Phone**

(507) 208-9894

**Email** kingmequik@yahoo.com

**Address**

215 Franklin Avenue  
Eyota, MN 55934  
US

**Reference Type**

Professional

**Name**

Jody Schaber  
Rochester Workforce Development Inc. (Career Counselor)

**Phone**

(507) 292-5175

**Email** jodyschaber@workforcedevelopmentinc.org

**Address**

2070 College View Rd. E.  
Rochester, MN 55904  
US

**Reference Type**

Professional

**Name**

AJ Dougstad  
Senior Staffing Specialist

**Phone**

(507) 285-1616

**Email** aj@expresspros.com

**Address**

2500 North Broadway  
Rochester, MN 55904  
US

## Reference List

**Reference Type** Personal

**Name** Greg Burke

Crenlo (Manufacturing Associate)

**Phone**

(507) 261-9073

**Email** gburke121@mb.rctc.edu

**Address**

309 SW Pine Crest Court

Pine Island, MN 55963

US

**Reference Type** Personal

**Name** Terra Melmer

St. Mary's Hospital (Nurse)

**Phone**

(507) 990-3660

**Email** melmer.terra@mayo.edu

**Address**

5111 20th Avenue NW

Rochester, MN 55901

US

## CMG Preliminary Questions

Name: JEFF ELLIS

Date: 5/13/21

### Please Mark Yes or No

1. If hired are you willing to take a drug test?  Yes  No

2. Are you able to work with pork?  Yes  No

### Please Mark Your Preferred Position

3. What shift to you prefer?  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

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

Have you ever been convicted of a crime? Yes  No

Explain

Incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature Jeffrey T. Ellis

Interviewer Signature Diana [Signature]

# EMERGENCY CONTACT INFORMATION

Employer Solutions Staffing Group In-Case of an Emergency - Notification Information

**Please list at least one person with one working phone number.**

We will only contact the name(s) listed below if we are unable to get ahold of you or if there is an emergency.

**Contact # 1:**

Name: Joni Muelke

Relationship: Sister

Phone Number: 261-5783

**Contact # 2**

Name: Terra Melmer

Relationship: Niece

Phone Number: (509)951-1125

Additional information you want ESSG and our client to know in the event of an emergency:

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This information will remain confidential and will only be used in the case of an emergency.

# Pay Information

Name: Jeffrey T. Ellis

Last 4 of SSN: 0690

Please mark what option you choose

Direct Deposit

Bank Name Bremer Bank

Routing Number 096010415

Account Number 31029236

Circle One

Checking  -or- Savings

I Understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs included if the account number that I provide is incorrect.

Initial JTE

Jeffrey T. Ellis

Bank of America Money Network Card

↓ Office Use Only ↓

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_



## New Employee Acknowledgement Form

Welcome to CMG and Rochester Meats!

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**

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

**Safety Policy**

**Drug and Alcohol Testing Policy**

**View Paystubs**

**Website:** <https://zenople.esgazure.com/login/cmg>

\*\* do not fill out the below login name and password, CMG will provide you with this information \*\*

**Login Name:** 5079908018

**Login Password:** Je@0690

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:** Affrey T. Ellis **Date:** 5/13/21

**Employee Withholding Allowance/Exemption Certificate  
2021 State - Minnesota**

**Choose Filing Status**

- Single; Married, but legally separated; or Spouse is a nonresident alien
- Married
- Married, but withhold at higher Single rate

**Exempt Status**

- Yes
- No

**Section 1 — Determining Minnesota Allowances**

A. Enter "1" for yourself if no one else can claim you as a dependent...

B. Enter "1" if: ..... • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages are \$1500 or less.

C. Enter "1" for your spouse. You may choose to enter "0" if you are married and have either a working spouse or more than one job. Entering "0" may help you avoid having too little tax withheld.).....

D. Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return.

E. Enter "1" if you will file as Head of Household (see instructions for qualifying as Head of Household)...

Total number of allowances you are claiming. Add steps A through E. If you plan to itemize deductions on your 2021 Minnesota return, you may also complete the Itemized Deductions and Additional Income Worksheet.....

**Total Number of Minnesota allowances**

Additional Minnesota withholding you want deducted each pay period

I certify that all information provided in Section 1 OR Section 2 is correct. I understand there is a \$500 penalty for filing a false withholding allowance/exemption certificate.

I have read and agree: Jeffrey J. Ellis Date: 5/13/21

## Employee's Withholding Allowance Certificate (Federal W4)

You may claim exemption from this year withholding if you BOTH: had no federal income tax liability in the previous year and you expect to have no federal income tax liability this year. If you claim exempt, no federal income tax is withheld from your paycheck; you may owe taxes and penalties when you file your current year's tax return.

### Would you like to claim exemption from Federal Income Tax?

Yes  No

### Choose your filing status

- Single or Married filing separately  
 Married filing jointly (or qualifying widow(er))  
 Head of Household (check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

### Are you married filing jointly and your spouse also works?

Yes  No

### Do you hold more than one job at a time?

Yes  No

### Claim Dependents:

To claim dependents if your income will be \$200,000 or less (\$400,000 or less if married filing jointly)

### Do you have qualifying children under age 17?

Yes  No (if yes, how many? \_\_\_\_\_)

### Do you have any other dependents?

Yes  No

### Other Adjustments:

Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

Extra Withholding. Enter any additional tax you want withheld each pay period.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete

I have read and agree: Jeffrey T. Ellis

Date: 5/13/21



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

**START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town
		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
	□□□□ - □□ - □□□□		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.  1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____	OR Code - Section 1 Do Not Write in This Space

Signature of Employee <i>Jeffrey T. Ellis</i>	Today's Date (mm/dd/yyyy) 5/13/21
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**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)
Last Name (Family Name) _____ First Name (Given Name) _____	
Address (Street Number and Name) _____ City or Town _____ State _____ ZIP Code _____	

STOP      Employer Completes Next Page      STOP

## Authorization to Enter New Hire Information

By signing below, I authorize a member of Corporate Management Group – Rochester Office – to enter my new hire paperwork into the online Zenopole (NHO) site. I understand that I will be provided access via login name and password to view the forms that they have completed on my behalf.

Employee Signature: Jeffrey T. Ellis Date: 5/13/21

## Insurance Information

I understand that the CMG Staff defaults to decline insurance when entering my new hire paperwork unless specified otherwise during my interview.

I understand that I have 30 days after my employment starts to apply for insurance through ESSG via the login information provided to me.

I agree: JTE (initials)

## **Applicant Certification and Authorization for Background Check**

Please read the below statements and initial on the indicated line

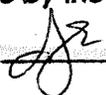
**(This information will be inputted onto the online NHO form – you will be provided the login information during your interview)**

I authorize Employer Solutions Staffing Group (ESSG) to use the information and statements contained in this application to determine my qualifications. I authorize ESSG to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation and eligibility for rehire.

I understand that comprehensive background checks may be conducted to determine my eligibility for my hire by certain clients of ESSG. 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 ESSG policies.

I release ESSG and other persons or entities from any claims that might be based on ESSG's decision to conduct a background check. I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or if discovered after I begin my employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of ESSG.

I have read and agree  (Initial)

I hereby authorize Employer Solutions Staffing Group, LLC and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report / investigative consumer report may include, but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, country jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation or public agency to divulge any and all information, verbal or written, pertaining to me, to Employer Solutions Staffing Group, LLC or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation or public agency may have to include information or data received from other sources Employer Solutions Staffing Group, LLC and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers and dates of birth.

I have read and agree  (Initial)

## Employee Photo Consent Form

I, Jeff, agree to let CMG - Rochester office - to take and upload my photo for security purposes.

Employee Signature Name: Jeff Ellis

Date: 5/13/21

# Work Opportunity Tax Credit Questionnaire

This Company participates in federal and/or state tax credit programs. The information you give will be used to determine the company's eligibility for these programs and will in no way negatively impact any hiring, retention, or promotion decisions.

## Do any of these statements apply to you?

### You or a household member received...

- Unemployment compensation in 2020
- Any type of government assistance
- Welfare/TANF
- Food Stamps/SNAP
- Social Security Income benefits

### You...

- Have been approved to receive unemployment compensation in 2020
- Served in the U.S. Armed Forces
- Received vocational rehabilitation services
- Were convicted of a felony

YES / NOT SURE / NO

If you marked yes or not sure, please answer the following questions:

Are you under age 40? YES  NO

What is your date of Birth? (MM/DD/YYYY) (09/07/1972)

Have you previously worked for Employer Solutions Group? YES  NO

### Please Select your answers to the following questions:

Have you received or have been approved to receive unemployment compensation in the last 90 days?  YES / NO / NOT SURE

Have you served in the U.S. Military? YES  NO / NOT SURE

- If you marked yes or not sure, please answer the following questions:

Were you unemployed for at least 6 months in the past year? YES  NO / NOT SURE

Have you received SNAP (Food Stamps) in the past 15 months? YES  NO / NOT SURE

Are you entitled to compensation for a service-related disability? YES  NO / NOT SURE

Were you discharged or released from active duty in the past year? YES  NO / NOT SURE

If discharged or released, in what year were you discharged from active duty? (YYYY)

Branch of Service?

AIR FORCE / ARMY / COAST GUARD / MARINE CORPS / NATL' GUARD / NAVY

Have you or a household member received SNAP (Food Stamps) in the past 6 months?  
YES  NO / NOT SURE

Have you or someone in your household received or stopped receiving TANF (Welfare), childcare, housing, or transportation assistance in the past 2 years? YES (NO) / NOT SURE

- If you marked yes or not sure, please answer the following questions:

Did you or your household member receive assistance at least 9 months in the past 18 months?

YES (NO) / NOT SURE

Did you or your household member receive assistance for at least the past 18 months?

YES (NO) / NOT SURE

Did you or your household member receive assistance at least 18 months between August 1997 and August 2018? YES (NO) / NOT SURE

Did you or a household member stop receiving assistance in the past 2 years because it exceeded the time limitation? YES (NO) / NOT SURE

What was the state in which you received your TANF (Welfare) benefit? (STATE?)

Have you received SSI (Social Security Income) benefits in the last 90 days?

YES (NO) / NOT SURE

Have you received vocational rehabilitation services? YES (NO) / NOT SURE

- If you marked yes, what rehabilitation service did you received?

STATE AGENCY / VETERANS ADMINISTRATION / TICKET TO WORK

Have you been unemployed for at least 27 weeks in a row, during which you received some unemployment compensation? YES (NO) / NOT SURE

- If you marked yes, when were you unemployed?

From (MM/DD/YYYY) to (MM/DD/YYYY)

What state in which you received compensation? (STATE?)

Were you convicted of a felony or released from prison for a felony in the past year?

YES / NO / NOT SURE

What was your conviction date? MM/DD/YYYY

What was your release date? MM/DD/YYYY

What state was your conviction in? (STATE)

What it a Federal or State Conviction? FEDERAL / STATE

Did you receive deferred adjudication? YES / NO / NOT SURE

Have you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit? YES / NO (NOT SURE)



## Case Verification Number: 2021133165124EL

Report prepared: 05/13/2021

### Company Information

Company ID: 1284996

Company Name: ESSG - Corporate Management Group

Client Company ID: 1284996

Client Company Name: ESSG - Corporate Management Group

### Employee Information

Name: Jeffrey Ellis

Date of Birth: 09/07/1972

U.S. Social Security Number: \*\*\*-\*\*-0690

Employee's First Day of Employment: 05/13/2021

Citizenship Status: U.S. Citizen

### Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: \*\*\*\*\*9405

Expiration Date: 09/07/2025

State: Minnesota

List C Document: Social Security Card

### Case Information

Case Status: Closed

Case Submitted By: Diana Elton

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close