

**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

8/4  
230P



**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) Schugel, Michael Date: 8/2/21

Address: (Street Address) 613 2nd St. SW (Apt./Unit #) \_\_\_\_\_

(City) Rochester (State) MN (ZIP Code) 55902

Phone: 507-740-0229 Email: mikeschugel84@cloud.com

Social Security No. 476-04-0456 Date Available: ASAP

Position Applied for: Freezer Desired Wage: 15.00

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? Referral Referral Name: Leshy Waddy

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	St. Peter Highschool	100 Lincoln Drive St. Peter	4	G.E.D
College	South Central College	1911 Lor Ray Drive N. Mankato	1	
Bus. Or Trade School				
Professional School				

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**Previous Employment**

Company: PROformance Auto Phone: 766-3711

Address: 1211 N. Front St. New Ulm Supervisor: Dan H

Job Title: Shop Manager Starting Wage: \$ 15.00 Ending Wage: \$ 15.00

Responsibilities: Inventory, installs, scheduling

From: 2019 To: 2020 Reason for Leaving: moved, COVID-19

May we contact your previous supervisor for reference?  Yes  No

Company: Sweet Sounds Phone: 345-8863

Address: 1418 Riverfront Dr. Mankato Supervisor: Jeff S.

Job Title: Lead Installer Starting Wage: \$ 15 Ending Wage: \$ 17.00

Responsibilities: Installs, inventory, scheduling

From: 2016 To: 2019 Reason for Leaving: moved

May we contact your previous supervisor for reference?  Yes  No

Company: Cambria Phone: 665-5023

Address: Cambria Ave Le Sueur Supervisor: Jeff A

Job Title: Material Handler Starting Wage: \$ 15.00 Ending Wage: \$ 15.00

Responsibilities: Forklift operator, fill orders

From: 2015 To: 2016 Reason for Leaving: New job at Sweet Sounds

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: [Signature] Date: 8/2/21

# CORPORATE MANAGEMENT GROUP

## Employment Application

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Office Number: 507-838-5994

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



### 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: 8/2/21

# TEMPORARY LICENSE



Minnesota Department of Public Safety  
Driver and Vehicle Services Division  
445 Minnesota Street, Suite 175, Saint Paul, Minnesota 55101  
Phone: 651-297-3298 TTY: 651-282-6555  
[dvs.dps.mn.gov](http://dvs.dps.mn.gov)



DL/ID #: **T140-277-437-205**  
TEMPORARY CREDENTIAL EXPIRATION  
**27-Oct-2021**  
DATE OF BIRTH  
**05-Nov-1984**

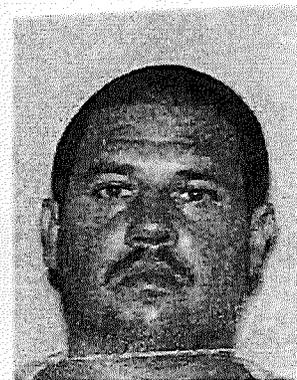
## APPLICANT INFORMATION

APPLICATION DATE 29-Jun-2021

APPLICATION NAME SCHUGEL, MICHAEL PAUL

## CREDENTIAL INFORMATION

Name	SCHUGEL, MICHAEL PAUL	Date of Birth	05-Nov-1984
DL/ID Number	T140-277-437-205	Height	5ft 9in
Residence Address	613 2ND ST SW ROCHESTER MN 55902-2932	Eye Color	Brown
Card Mailed To	613 2ND ST SW ROCHESTER MN 55902-2932	Sex	Male
Station Location	771 Rochester Exam Station	Weight	225 lbs.
Credential Type	Standard ID	Organ Donor	No
Card Type	DL Class D	Veteran	No
Endorsements	None		
Restrictions	Corrective Lenses		
License Indicators	Snowmobile		



*in Paul*

**THIS DOCUMENT IS FOR THE TYPE OF CARD  
INDICATED UNTIL THE EXPIRATION DATE  
LISTED ABOVE.**

- This document is void if the applicant is not in compliance with all restrictions indicated on the record.

**THIS IS NOT A STAND-ALONE IDENTIFICATION  
DOCUMENT**

**VALID FOR DRIVING PRIVILEGES IF THE  
RECORD INDICATES**

## CONTACT US

Visit [dvs.dps.mn.gov](http://dvs.dps.mn.gov) to:

- Check the status of your driving privileges
- Schedule a road test

Driver's License Questions	651-297-3298
License Status, available 24/7	651-284-1234
DVS Locations	651-297-2126
Motor Vehicle Questions	651-297-2126
TDD/TTY	651-282-6555



## 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/cm>

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

**Login Name:** 5077400229

**Login Password:** Ms@0456

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:** 8/3/21

**You have applied / are interviewing for the following position:**

**JOB TITLE:** Frozen Storage Dock **Starting Wage:** \$15.00 **Shift/Hours:** 2<sup>nd</sup> shift 2pm to 10pm

**JOB OBJECTIVE:** To fill customer orders, load and unload trucks, and arrange pallets accurately in freezer.

**QUALIFICATIONS (based on essential functions):** Must be certified or be capable of being certified to operate forklifts, hand & power jacks. Able to operate automatic pallet wrapper and electric dock plates. Able to lift/move 10-90 pounds and stand for prolonged periods of time. Able to perform tasks requiring pushing, pulling, bending, lifting, walking and stooping. Able to work in varying cold temperature environments, -5° to +40°. Must be able to read, write and understand instructions in the English language. Must have basic math skills. Related experience preferred.

**JOB FUNCTIONS:** Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is on similar, related, or essential functions of the position.

**DUTIES/RESPONSIBILITIES:** Pick and count customer orders following a pick ticket to ensure proper product and quantity. Label and palletize orders accurately for shipment. Enter shipping data into customer and company files using a computer and scanner. Load and unload trucks using forklift, power and hand pallet jacks as necessary. Change and charger power pallet jack batteries as specified by supervisor. Prepare pallets for shipment by wrapping with automatic wrapper or by hand. Conduct inventory of product and supplies in freezer and dock area. Lift and lower loading dock plates automatically or by hand. Clean and sweep out freezer and dock area daily. Perform other duties as requested.

**MACHINERY:** Forklifts, hand and power jacks, battery charger, automatic pallet wrapper and calculator.

**EQUIPMENT:** Utility knife, safety cage, computer, scanner, broom and electric dock plates. **CHEMICALS:** Freon, gasoline, hydraulic oil, ammonia and battery acid.

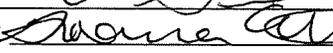
**WORK ENVIRONMENT:** Standing on cement, high to moderate noise, -5 degree Fahrenheit (-10 in blast freezer).

**PHYSICAL REQUIREMENTS (with or without reasonable accommodation):** Ability to lift/move 10-90 pounds continuously. Requires varying degrees of pushing, pulling and lift to move boxes. Able to perform tasks requiring action of muscles or groups of muscles such as walking and stooping. Able to stand for prolonged periods (eight-hour shift)

**MENTAL REQUIREMENTS (with or without reasonable accommodation):** Able to concentrate on minimal details with little interruption. Able to attend to task/function for 10-20 minutes at a time. Able to remember verbal and/or written task/assignment for an eight-hour shift.

**WORK HOURS:** Eight-hour workweek, Monday through Friday. Will be required to work some weekends.

*I understand by signing this form, I have been informed about what position I am interviewing for.*

Applicant Signature:  Date: 8/3/21  
Interviewer Signature:  Date: 8/3/21

# CMG Preliminary Questions

Name: Mike Schugel

Date: 8/14/21

## 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 and beef?  Yes  No

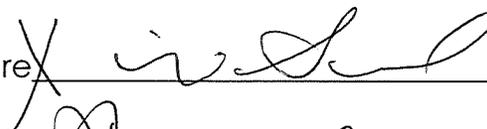
## Please Mark Your Preferred Position

3. What shift to you prefer?      1st     2nd    3rd

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

Have you ever been convicted of a misdemeanor or felony? Yes  No

Explain Incident  3<sup>rd</sup> Degree Possession 2019  
 3<sup>rd</sup> Degree Burglary 2020  
 5<sup>th</sup> Degree Possession 2012

Employee Signature 

Interviewer Signature 

## **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 NKO 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** MS **(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 applicants personal information, including, but not limited to, addresses, social security numbers and dates of birth.

**I have read and agree** MS **(initial)**

## 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:  Date: 8/3/21

## Insurance Information

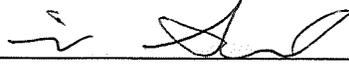
I understand that the CMG Staff defaults to decline insurance when entering my new hire paperwork unless specified otherwise during my interview.

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: MS (initial)

## Employee Photo Consent Form

I, \_\_\_\_\_, agree to let CMG – Rochester office – to take and upload my photo for security purposes.

Employee Signature Name:  \_\_\_\_\_

Date: 8/3/21



**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)	
<p><i>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.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee <i>[Handwritten Signature]</i>	Today's Date (mm/dd/yyyy) <i>10/08/2021</i>
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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**

## 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.

S/2

### 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: [Signature] Date: 8/3/21

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

S/r

**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...

1

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.

1

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.).....

0

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

0

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

0

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.....

2

**Total Number of Minnesota allowances**

2

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: in full Date: 8/3/21

# Pay Information

X Name: Michael Schugel

X Last 4 of SSN: 0456

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Please mark what option you choose

**Direct Deposit**

Bank Name Think Bank

Routing Number 291975465

Account Number 7450000621362

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 MS

---

**Bank of America Money Network Card**

↓ Office Use Only ↓

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

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

# 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: Jen Schugel

Relationship: Sister

Phone Number: 507-351-7220

**Contact # 2**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

.....

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.

# 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) 11/05/1984

Have you previously worked for Employer Solutions Group? YES  NO

### PLEASE ANSWER THE FOLLOWING

**Not Sure?** Select YES and we will verify for you.

1. Have you served in the U. S. Military?

YES /  NO / NOT SURE -If you answered NO, skip to question #7.

2. Were you unemployed for at least 6 months in the past year?

YES / NO / NOT SURE

3. Have you received SNAP (Food Stamps) in the past 15 months?

YES /  NO / NOT SURE

4. Are you entitled to compensation for a service-related disability?

YES /  NO / NOT SURE

5. Were you discharged or released from active duty in the past year?

YES /  NO / NOT SURE

6. In what year were you discharged from active duty?

(YYYY)

7. 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 answered NO, skip to question #13.





## Case Verification Number: 2021217150137DM

Report prepared: 08/05/2021

### 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: Michael Schugel

Date of Birth: 11/05/1984

U.S. Social Security Number: \*\*\*-\*\*-0456

Employee's First Day of Employment: 08/05/2021

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: \*\*\*\*\*7205

Expiration Date: 10/27/2021

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