

# 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) OCHAN OCHAN Date: 08/13/20

Address: (Street Address) 41 ST. NW 836, AP 213 (Apt. /Unit #) \_\_\_\_\_

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

Phone: 612 407 1069 Email: \_\_\_\_\_

Social Security No. 406 939320 Date Available: 08/17/20

Position Applied for: production Desired Salary: Open

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? refire 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

*NOTED  
2nd  
seasonal*

*move to 3rd*

### Education

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	<u>Gambella</u>	<u>Gambella Ethiopia</u>	<u>2002</u>	<u>generalist</u>
College				
Bus. Or Trade School				
Professional School				

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## Employment Application

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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: \_\_\_\_\_

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato Date: 9/28/2020

Supervisor Name: Jeff Ramaker Hire Date: 8/19/2020

- 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:**

Unexcused absence on 9/25/2020

**3. Prior Warnings:**

8/25/2020 – verbal for attendance

9/3/2020 – written for attendance

**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: \_\_\_\_\_ Date: \_\_\_\_\_

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

Manager's Signature: 10/5 Filed Date: \_\_\_\_\_

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato Date: 10/6/2020

Supervisor Name: Jeff Ramaker Hire Date: 8/19/2020

- 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:

Unexcused absence on 10/3/2020 and 10/4/2020

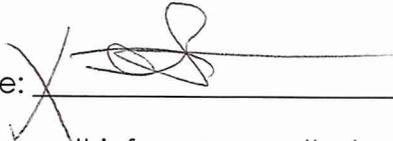
## 3. Prior Warnings:

8/25/2020 – verbal for attendance  
9/3/2020 – written for attendance  
9/25/2020 – Written for attendance

## 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:  Date: 10/9/20

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

Manager's Signature:  Date: 10/9/20

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato

Date: 2/16/2021

Supervisor Name: Peter Draheim

Hire Date: 11/30/20

- 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:

Unexcused absence on 2/15/2021

## 3. Prior Warnings:

8/25/2020 – Verbal for attendance  
9/3/2020 – Written for attendance  
9/25/2020 – Written for attendance  
10/4/2020 – Written for attendance  
10/19/2020 – Written for attendance  
10/26/2020 – Written for attendance  
11/3/2020 – Final for attendance  
11/4/2020 – Final for attendance  
11/5/2020 – Final for attendance  
11/6/2020 – Final for attendance  
11/17/2020 – Final for attendance  
11/28/2020 – Final for attendance  
1/11/2021 – Written for attendance  
2/1/2021 – Written for attendance  
2/9/2021 – Written for attendance

## 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

NCNS to CMB Office

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato

Date: 2/2/2021

Supervisor Name: Peter Draheim

Hire Date: 11/30/20

- 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:

Unexcused absence on 2/9/2021

## 3. Prior Warnings:

8/25/2020 – Verbal for attendance  
9/3/2020 – Written for attendance  
9/25/2020 – Written for attendance  
10/4/2020 – Written for attendance  
10/19/2020 – Written for attendance  
10/26/2020 – Written for attendance  
11/3/2020 – Final for attendance  
11/4/2020 – Final for attendance  
11/5/2020 – Final for attendance  
11/6/2020 – Final for attendance  
11/17/2020 – Final for attendance  
11/28/2020 – Final for attendance  
1/11/2021 – Written for attendance  
2/1/2021 – Written for attendance

## 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

NCNS to CMB office. Mailed 2/15

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato Date: 2/2/2021

Supervisor Name: Peter Draheim Hire Date: 11/30/20

- 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:

Unexcused absence on 2/1/2021

## 3. Prior Warnings:

8/25/2020 – Verbal for attendance  
9/3/2020 – Written for attendance  
9/25/2020 – Written for attendance  
10/4/2020 – Written for attendance  
10/19/2020 – Written for attendance  
10/26/2020 – Written for attendance  
11/3/2020 – Final for attendance  
11/4/2020 – Final for attendance  
11/5/2020 – Final for attendance  
11/6/2020 – Final for attendance  
11/17/2020 – Final for attendance  
11/28/2020 – Final for attendance  
1/11/2021 – Written for attendance

## 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

NEWS to CMB office

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato Date: 11/18/2020

Supervisor Name: Jeff Ramaker Hire Date: 8/19/20

- 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:

Unexcused absence on 11/17/2020

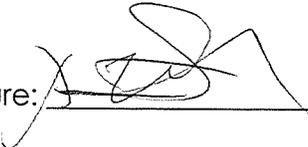
## 3. Prior Warnings:

8/25/2020 – Verbal for attendance  
9/3/2020 – Written for attendance  
9/25/2020 – Written for attendance  
10/4/2020 – Written for attendance  
10/19/2020 – Written for attendance  
10/26/2020 – Written for attendance  
11/3/2020 – Final for attendance  
11/4/2020 – Final for attendance  
11/5/2020 – Final for attendance  
11/6/2020 – Final for attendance

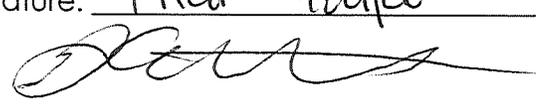
## 4. The following immediate corrective action must be taken by the employee.

**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:  Date: \_\_\_\_\_

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

Manager's Signature: Filed 11/20/20 Date: \_\_\_\_\_  


# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato Date: 11/30/2020

Supervisor Name: Jeff Ramaker Hire Date: 8/19/20

- 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:

Unexcused absence on 11/28/2020

## 3. Prior Warnings:

8/25/2020 – Verbal for attendance  
9/3/2020 – Written for attendance  
9/25/2020 – Written for attendance  
10/4/2020 – Written for attendance  
10/19/2020 – Written for attendance  
10/26/2020 – Written for attendance  
11/3/2020 – Final for attendance  
11/4/2020 – Final for attendance  
11/5/2020 – Final for attendance  
11/6/2020 – Final for attendance  
11/17/2020 – Final for attendance

## 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**NCNS to office to sign - Filed on 12/4/2020**

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ochan Ojwato Date: 11/5/2020

Supervisor Name: Jeff Ramaker Hire Date: 8/19/20

- 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:

Unexcused absence on 11/3/2020 and 11/4/2020, 11/5/2020

## 3. Prior Warnings:

8/25/2020 – Verbal for attendance  
9/3/2020 – Written for attendance  
9/25/2020 – Written for attendance  
10/4/2020 – Written for attendance  
10/19/2020 – Written for attendance  
10/26/2020 – Written for attendance

## 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.

X Employee Signature:  Date: 11/5/20

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

Manager's Signature:  Date: 11/5/20