

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) Ricken Amy Date: 4-19-2021

Address: (Street Address) 2041 NorthGate Court NW (Apt. /Unit #) _____

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

Phone: 507-218-5748 Email: _____

Social Security No. 477-74-2097 Date Available: ASAP

Position Applied for: package Desired Salary: 13.00

Shift Available to work: ☒ 1st ☐ 2nd ☐ 3rd Employment desired: ☒ Full-Time ☐ Part-Time

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

How did you hear about us? Indeed Referral Name: _____

If under 18, please list age: _____

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

Education

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	<u>Mayo</u>	<u>Rochester</u>	<u>10/12</u>	<u>General</u>
College				
Bus. Or Trade School				
Professional School				

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Previous Employment

Company: Mayo Clinic Phone: _____

Address: Rochester Supervisor: Sandy

Job Title: Custodian Starting Salary: \$ 17.00 Ending Salary: \$ _____

Responsibilities: Cleaning patient rooms, taking trash & bins

From: 3-16-2020 To: _____ Reason for Leaving: currently working

May we contact your previous supervisor for reference? ☒ Yes ☐ No

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

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

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: [Signature] Date: 4-19-2021

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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 Amy Rickan Date: 4-19-2021



Case Verification Number: 2021109151149EE

Report prepared: 04/19/2021

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: Amy Rieken

Date of Birth: 08/30/1976

U.S. Social Security Number: ***-**-2097

Employee's First Day of Employment: 04/19/2021

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: *****6713

Expiration Date: 08/30/2021

State: Minnesota

List C Document: Social Security Card

Case Information

Case Status: Closed

Case Submitted By: Kelly Sutton

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close

4/19 10AM

Amy Marie Rieken

2041 Northgate Court NW

Rochester, MN 55901

507.398.3940

Objective: To gain long term employment where I can utilize my previous experience working with people, while continuing to learn new skills.

Strengths: I possess strong communication skills, am energetic, and detail oriented. I have the ability to both follow directions and take initiative when appropriate. I am reliable, responsible, and take great pride in my work.

General Experience

Coordinator (2001- 2004) & (2006- 2008) (2011-Present)

Cardinal Ltd.

Rochester, MN 55906

- Coordinated daily activity plan
- Daily charting on clients electronically
- Administer medication and chart electronically
- Arranged family visits
- Collaborated with Human Service agencies

Direct Support Staff (2008- 2011)

Hiawatha Homes

Rochester, MN 55904

- Coordinate socialization activities within the community
- Provide assistance with personal care needs
- Administer medication
- Attend trainings when available

Life Enrichment Specialist (2004- 2006)

Possibilities of Southern MN

Rochester, MN 55902

- Help guide client interaction with friends, peers, family, and the community
- Document day-to-day client progress and occurrences
- Supervise special activities or outings
- Administer medication
- De-escalate clients when they become agitated

Hearing Aid Assembly (1996-2001)

Telex Communication

Rochester, MN 55904

Experience with:

- Microscopic soldering
- Solder chips/wires to amps
- Buffing
- Grinding
- Sealing hearing aids together
- Quality inspection and assurance
- Met or exceeded assembly quotas

Education

Mayo High School (1993-1995)

Rochester, MN 55904

Red Cross Certifications

- AED
- Community First AID and Safety
- CPR

References Available upon request