

ESG NEW HIRE PAPERWORK	Date received & initials completed	DATE FAXED & INITIALS	CMG NEW HIRE PAPERWORK	Date received & initials completed	DATE FAXED & INITIALS	
EMPLOYEE NAME: (Last, First) <i>Saphokhim, Billy</i>	<i>05/26/08</i>		EMPLOYEE NAME: (Last, First)			
ESG New Hire Application	<i>3</i>	<i>AD</i>	CMG New Hire Application			
ESG Emergency Contact Info		<i>5/28</i>	CMG Emergency Contact Info			
Employment Eligibility -- I-9- 2 forms of ID - copies				Employment Eligibility -- I-9 2 forms of ID - copies		
(1) <i>DL</i>				(1)		
(2) <i>SS card</i>				(2)		
W-4			W-4			
ESG BACKGROUND RELEASE FORM			CMG BACKGROUND RELEASE FORM			
			E-VERIFY			
			CMG HANDBOOK-date reviewed and distributed with new employee			
Additional information:	<i>starts 5/26/08</i>		EMPLOYEE CONFIDENTIALITY AGREEMENT			

**CMG CORPORATE FAX NUMBER: 303-736-7767**



# EMPLOYEE INFORMATION SHEET

(STRICTLY CONFIDENTIAL)

CLIENT: Suzlon

LAST NAME: Syphokham  
Apellido Nombre

FIRST NAME: Billy MIDDLE INITIAL: \_\_\_\_\_  
Primero Nombre Segunda Inicial

ADDRESS: 311 S. Donaldson  
Direccion

CITY: Luverne STATE: MN ZIP: 56156  
Ciudad Estado Zona Postal

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: 507 993 0924  
Teléfono Celular teléfono

DATE OF BIRTH: 7/23/87  
Fecha de Nacimiento

SOCIAL SECURITY NUMBER: 511 94 6520  
Numero de Seguro Social

GENDER: FEMALE \_\_\_\_\_ MALE  MARITAL STATUS: MARRIED \_\_\_\_\_ SINGLE   
Género Mujer Masculino Estado Civil Casado Soltero

ETHNIC ID: (WHITE, BLACK, HISPANIC, ASIAN, INDIAN) ASIAN  
Origen étnia

EMERGENCY CONTACT INFORMATION	
INFORMACIÓN DE CONTACTO DE EMERGENCIA	
NAME: <u>Saantha Syphokham</u>	Nombre
PHONE #: <u>(507) 993-4578</u>	Teléfono

**FOR CMG USE ONLY:**

HIRE DATE: 05/06/08 START DATE: 5/26/08 TERM DATE: \_\_\_\_\_

SALARY (Hourly): 10.00 SHIFT DIFFERENTIAL \_\_\_\_\_ SHIFT: 1-DAY 2-NIGHT 3-OVERNIGHT

DEPARTMENT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

PRIMARY LANGUAGE: \_\_\_\_\_ WORKERS COMP CODE: \_\_\_\_\_

EMPLOYMENT STATUS	
Agency Referral _____	CMG Recruit <input checked="" type="checkbox"/>
CMG Rollover Date: _____	
Client Rollover Date: _____	

# Employer Solutions Staffing Group LLC

## New Hire Application

7300 Metro Blvd, Suite 635  
Edina, MN 55439  
Tel. 952.835.1288

Personal Data-- PLEASE PRINT LEGIBLY IN INK

Last Name Syphorham First Name Billy Middle Initial \_\_\_\_\_  
 Street Address 311 S. Donaldson  
 City/State/Zip Luverne MN 56156  
 Home Phone 507 993 0924 Message Phone \_\_\_\_\_  
 Company/Employer \_\_\_\_\_

All offers of employment are conditional upon satisfactory proof of identity and legal ability to work in the U.S.A.

Are you legally authorized to work in the United States of America?  YES  NO

### Applicant Certification and Authorization

I authorize Employer Solutions Staffing Group LLC (ESSG) to use the information and statements contained in this application to determine my qualifications for employment. 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 a comprehensive background check may be conducted to determine my eligibility for 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 employment, will result in my termination.

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

Billy Syphorham Name (Print or type)      Billy Syphorham Applicant's Signature      5/6/08 Date

A copy or facsimile will be considered the same as an original signature.

### For ESSG Office Use Only

BQ _____	NHW _____	I-9 _____	Direct Deposit _____	W4 _____
Emergency Contact Info _____	Background Release Form _____	Background Results _____	Proof of Insurance _____	Drug Tests _____

# Form W-4 (2008)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2008 expires February 16, 2009. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** You cannot claim exemption from withholding if (a) your income exceeds \$900 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits,

adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax

payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

**Nonresident alien.** If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2008. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

## Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent.	A	<u>1</u>
B	Enter "1" if: <ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>	B	<u>3</u>
C	Enter "1" for your spouse. But, 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.)	C	<u>    </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u>    </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u>    </u>
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u>    </u>
G	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$58,000 (\$86,000 if married), enter "2" for each eligible child.</li> <li>• If your total income will be between \$58,000 and \$84,000 (\$86,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children.</li> </ul>	G	<u>    </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)	H	<u>4</u>

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form: <b>W-4</b> Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="font-size: small; margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2008</div>
1 Type or print your first name and middle initial. Last name <div style="font-size: 1.2em; font-family: cursive;">Billy Sypthakham</div>		2 Your social security number <div style="font-size: 1.2em; font-family: cursive;">511-946520</div>
Home address (number and street or rural route) <div style="font-size: 1.2em; font-family: cursive;">311 S. Donaldson</div>		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code <div style="font-size: 1.2em; font-family: cursive;">Luverne, MN, 56156</div>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		<div style="font-size: 1.2em; font-weight: bold;">5</div> <u>1</u>
6 Additional amount, if any, you want withheld from each paycheck		<div style="font-size: 1.2em; font-weight: bold;">6</div> \$ <u>    </u>
7 I claim exemption from withholding for 2008, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul> If you meet both conditions, write "Exempt" here. ▶ <div style="font-size: 1.2em; font-weight: bold;">7</div>		
Under penalties or perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. Employee's signature <small>(Form is not valid unless you sign it.)</small> ▶ <div style="font-size: 1.2em; font-family: cursive;">Billy Sypthakham</div>		
8 Employer's name and address. Employer. Complete lines 9 and 10 only if sending to the IRS.		9 Date <div style="font-size: 1.2em; font-family: cursive;">5/6/09</div>
10 Employer identification number (EIN)		

## LISTS OF ACCEPTABLE DOCUMENTS

### LIST A

Documents that Establish Both  
Identity and Employment  
Eligibility

### LIST B

Documents that Establish  
Identity

### LIST C

Documents that Establish  
Employment Eligibility

OR

AND

<p>1. U.S. Passport (unexpired or expired)</p>	<p>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</p>	<p>1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i></p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>	<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</p>	<p>2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i></p>
<p>3. An unexpired foreign passport with a temporary I-551 stamp</p>	<p>3. School ID card with a photograph</p>	<p>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</p>
<p>4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)</p>	<p>4. Voter's registration card</p>	<p>4. Native American tribal document</p>
<p>5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer</p>	<p>5. U.S. Military card or draft record</p>	<p>5. U.S. Citizen ID Card <i>(Form I-197)</i></p>
	<p>6. Military dependent's ID card</p>	<p>6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i></p>
	<p>7. U.S. Coast Guard Merchant Mariner Card</p>	
	<p>8. Native American tribal document</p>	
<p>9. Driver's license issued by a Canadian government authority</p>	<p>7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i></p>	
<p><b>For persons under age 18 who are unable to present a document listed above:</b></p>		
<p>10. School record or report card</p>		
<p>11. Clinic, doctor or hospital record</p>		
<p>12. Day-care or nursery school record</p>		

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-9, Employment Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last <u>Syphorham</u>	First <u>Billy</u>	Middle Initial	Maiden Name
Address (Street Name and Number) <u>311 S. Donaldson</u>		Apt. #	Date of Birth (month/day/year) <u>7/23/87</u>
City <u>Luverne</u>	State <u>MN</u>	Zip Code <u>56156</u>	Social Security # <u>511 94 6520</u>

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):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A \_\_\_\_\_
- An alien authorized to work until \_\_\_\_\_  
(Alien # or Admission #) \_\_\_\_\_

Employee's Signature <u>Billy Syphorham</u>	Date (month/day/year) <u>5/6/08</u>
--	--

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		<u>DL</u>		<u>SS Card</u>
Issuing authority: _____		<u>MN</u>		<u>US Gov't</u>
Document #: _____		<u>J630117368909</u>		<u>511-94-6520</u>
Expiration Date (if any): _____		<u>7-23-08</u>		
Document #: _____				
Expiration Date (if any): _____				

**CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 5/6/08 and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)**

Signature of Employer or Authorized Representative <u>[Signature]</u>	Print Name <u>Ashley Postma</u>	Title <u>Admin</u>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <u>ESSG 731 Ohms Lane 405 Edina MN 55439</u>		Date (month/day/year) <u>5/6/08</u>

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility

Document Title: _____	Document #: _____	Expiration Date (if any): _____
-----------------------	-------------------	---------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

MINNESOTA  
DRIVER'S LICENSE

UNDER 21



BILLY SYPHOKHAM  
311 S DONALDSON  
LUVERNE, MN 56156

Date of Birth 07-23-1987 AGE 18 07-23-2005

Sex M Eyes BRN Class D

Height 5-5 Weight 120

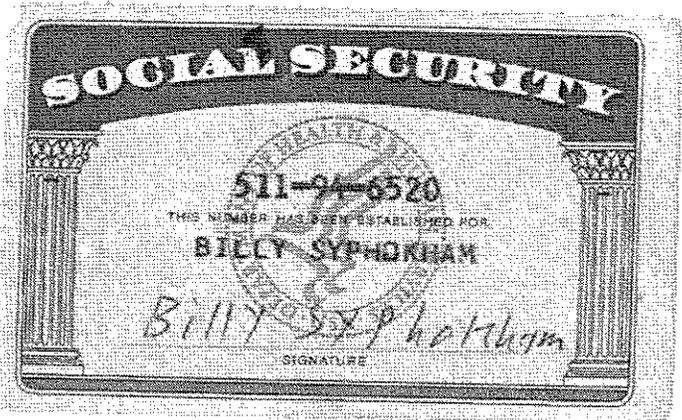
ISSUED 11-2005



EXPIRES 07-23-2008

J630117368909

*Billy Sypokham*



**SOCIAL SECURITY**

511-94-5520

THIS NUMBER HAS BEEN ESTABLISHED FOR

**BILLY SYPKHAM**

*Billy Sypkham*

SIGNATURE

## SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security  
E-Verify

Report Prepared: 05/07/2008  
Page: 1 of 1

Case Verification Number: 2008128161711GJ

**Initial Verification:**

Last Name:	Syphokham	First Name:	Billy
Middle Initial:		Maiden Name:	
Social Security Number:	511-94-6520	Date of Birth:	07/23/1987
Hire Date:	05/06/2008	Citizenship Status:	Citizen or National of the United States
Alien Number:		I-94 Number:	
Document Type:	List B, C Documents	Doc. Expiration Date:	
Initiated By:	SEVA4775	Initiated On:	05/07/2008

**Initial Verification Results:**

Initial Eligibility: EMPLOYMENT AUTHORIZED

**SSA Referral:**

Referral By: Referral Date:

**Verification Response:**

Eligibility: Response Date:

**SSA Resubmittal:**

Last Name:		First Name:	
Middle Initial:		Maiden Name:	
Social Security Number:		Date of Birth:	
Initiated By:		Initiated On:	

**Resubmittal Verification Results:**

Eligibility:

**Additional Verification:**

Comments:  
Initiated By: Initiated On:

**Verification Response:**

Eligibility: Response Date:

**DHS Referral:**

Referral By: Referral Date:

**DHS Referral Results:**

Eligibility: Response Date:

**Case Resolution:**

Resolve Option:	Resolved Authorized	Resolved On:	05/07/2008
Resolved By:	SEVA4775		

SENSITIVE BUT UNCLASSIFIED



**REQUEST A NEW ASSIGNMENT UPON COMPLETION OF AN ASSIGNMENT**

*Minnesota Statute Section 268.095, subd. 2 (d) states in part—"An applicant who, within 5 calendar days after completion of a suitable temporary job assignment from a staffing service employer, (1) fails without good cause to affirmatively request an additional job assignment, or (2) refuses without good cause an additional suitable job assignment offered, shall be considered to have quit employment.*

*"This paragraph shall apply only if, at the time of beginning of employment with the staffing service employer, the applicant signed and was provided a copy of a separate document written in clear and concise language that informed the applicant of this paragraph and that unemployment benefits may be affected.*

**"For purposes of this paragraph, "good cause" shall be a reason that is significant and would compel an average, reasonable worker, who would otherwise want an additional temporary job assignment with the staffing service employer, (1) to fail to contact the staffing service employer, or (2) to refuse an offered assignment."**

You will be an employee of Employer Solutions Staffing Group while on probation at any client company assignment. Should an assignment end for any reason, you must contact Employer Solutions Staffing Group within 5 business days for another assignment. You must stay in contact with Employer Solutions Staffing Group at least once a week until you are placed on another assignment.

I furthermore understand that if I fail to request an additional assignment I will be considered to have quit my employment with Employer Solutions Staffing Group. I understand that unemployment benefits may be affected if I do not request an additional work assignment.

To request an additional assignment, I need to call (952) 835-1288 (1.866.496.7573) between the hours of 8:00 AM - 5:00 PM Monday through Thursday, 8:00 AM - 3:00 PM Friday.

I have read and I understand the above policy.

Billy Syphakham  
Signature

Billy Syphakham  
Print Name

Date 5/6/08



**Employer  
Solutions  
Staffing  
Group LLC**

It is necessary for us to have current information readily available to the supervisor where you are working and also in your employee file. **Thank you for your cooperation. We appreciate you!**

Billy Syphotham  
Your Name

311 S. Donaldson Apt#  
Your Address

Luverne MN 56156  
Your City, State, Zip Code

(507) 993-0924  
Your Telephone Number

---

**EMERGENCY CONTACT INFORMATION**

Sountha Syphotham  
Name

Father  
Relationship

311 S. Donaldson  
Address

Luverne MN 56156  
City, State, Zip Code

(507) 993 4578  
Telephone Number

( )  
Alternate Telephone Number



STATEMENT OF CONFIDENTIALITY

This agreement made this 6<sup>th</sup> day of May, 2008, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and hereafter referred to as "employee".

**WITNESSETH:**

For the duration of my employment and after resignation or termination of this employment with employer, for any reason whatsoever, the employee shall not use or disclose to any other person or company, and confidential or proprietary information or know-how related to the business of the employer.

In view of the difficulty of determining the amount of damages which may result to the employer from a violation of any of the provisions hereof, the employee agrees to pay to the employer the sum of \$10,000 as liquidated damages for every such violation; provided, however, that the payment of such amount as liquidated damages shall not be construed as a release or waiver by the employer of the right to prevent any such violation in equity or otherwise.

Billy Siphokham  
Employee Signature

[Signature]

Employer Solutions Staffing Group LLC, Representative

## Background Investigation Information Release Form

*Please read this form carefully and be aware that by allowing Employer Solutions Staffing Group LLC to investigate your background with state and federal agencies, you will be waiving and releasing all claims for damages you might sustain arising out of the criminal and driving record background check and review.*

I understand that a successful criminal and driving record background investigation is a condition of my employment by Employer Solutions Staffing Group LLC to work at facilities of

\_\_\_\_\_, and, further, that Employer Solutions Staffing Group may, at its discretion, conduct periodic criminal and driving record background investigations on me during the course of my employment with Employer Solutions Staffing Group.

I agree to waive and relinquish all claims I may have against Employer Solutions Staffing Group LLC and its officers, agents, servants and employees as a result of my participation in any criminal and driving record background investigation.

I do hereby fully release and discharge Employer Solutions Staffing Group LLC, its respective officers, agents, servants, and employees from any and all claims from damages that I may have or that may accrue to me on account of the results of any aspect of any criminal and driving record background investigation.

I further agree to indemnify and hold harmless and defend Employer Solutions Staffing Group LLC, its respective officers, agents, servants, and employees from any and all claims resulting from damages sustained by me or arising out of, connected with, or in any way associated with, any of the activities of any criminal and driving record background investigation and review.

**I have read and fully understand this Waiver and Release of All Claims.**

Employee Full Legal Name (Printed)	Last <i>Syphorham</i>	First <i>Bill</i>	Middle	Social Security # <i>511 94 6520</i>	Birthdate <i>7 23 87</i>
Minnesota Driver's License Number	<i>J630117368909</i>			Date Signed <i>5/6/08</i>	

*Billy Syphorham*  
\_\_\_\_\_  
Signature

**DRUG AND ALCOHOL  
TESTING CONSENT FORM**

1. I have been allowed to read and inspect a written copy of ESSG policy on drugs and alcohol.

2. I have read the entire contents of this policy and I am aware and fully understand: (a) the policy and its contents; (b) what conduct the policy prohibits and the consequences of such conduct; (c) my rights under the policy and the consequences if I exercise certain rights; and (d) that certain events as described in the policy may result in adverse personnel action, including my termination from employment with ESSG. I understand that this policy in any form, and any employee handbook including this policy, are not a unilateral employment contract or offer thereof.

4. I hereby voluntarily consent to ESSG, or its health service providers, or other persons or entities acting for or with them, to collect a body component (blood, urine, breath, or any combination thereof) from me for testing for alcohol and/or drugs. I understand that the laboratory selected by ESSG may conduct testing and other analysis on the sample provided by me. I further voluntarily consent to the laboratory's disclosure to ESSG of the results of my drug and/or alcohol test and other information related to the test.

Billy Sypthom

Individual's Name

5/6/08

Date

**SIGN THIS VERSION OF CONSENT—SAME AS PAGE 6**

DDP RES

\* Workforce Center



### APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4. DATE 5-5-08

Name Syphokham Billy  
Last First Middle Maiden

Present address 311 S. Donaldson Laverne MN 56156  
Number Street City State Zip

How long 8 years Social Security No. 511-94-6820

Telephone (507) 943 0924

If under 18, please list age \_\_\_\_\_ Referred by \_\_\_\_\_

Position applied for (1) Open  
 and salary desired (2) Open  
(Be specific)

Days/hours available to work  
 No Pref \_\_\_\_\_ Thur open  
 Mon open Fri open  
 Tue open Sat open  
 Wed open Sun X

How many hours can you work weekly? 40 Can you work nights? yes

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? 5/19/08

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  
 No  Yes If so, please explain \_\_\_\_\_

Do you anticipate any absences from work on a regular basis?  
 No  Yes If so, please explain \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Laverne High</u>		<u>6</u>	<u>Diploma</u>
College	<u>Ridgewater</u>		<u>1</u>	<u>Diploma</u>
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes \_\_\_ No  
What is your means of transportation to work? car  
Driver's license number 0630117368909 State of issue MN  
Operator \_\_\_ Commercial (CDL) \_\_\_ Chauffeur \_\_\_  
Expiration date July 23 2008  
Have you had any accidents during the past three years?  Yes \_\_\_ No  
If so, how many? one  
Have you had any moving violations during the past three years? \_\_\_ Yes  No  
If so, how many? \_\_\_\_\_

OFFICE USE ONLY

Typing \_\_\_ Yes \_\_\_ No      Personal Computer \_\_\_ Yes \_\_\_ No      10-key \_\_\_ Yes \_\_\_ No  
    \_\_\_ WPM                      \_\_\_ PC \_\_\_ Mac  
Word Processing \_\_\_ Yes \_\_\_ No      Other \_\_\_\_\_  
    \_\_\_ WPM                      Skills \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name <u>Mary Gafken</u>	Name <u>Tim Laffen</u>
Position <u>OSP coordinator</u>	Position <u>training instructor</u>
Company <u>Ridgewater College</u>	Company <u>Ridgewater College</u>
Address _____	Address _____
Telephone <u>(320) 222-8041</u>	Telephone <u>(320) 222-8042</u>

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

[Empty space for additional information]

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? \_\_ Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? \_\_ Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>National bushing</u>	Supervisor name <u>Mike</u>	
Position _____	Employment dates	Pay or salary
Company _____	From <u>Jan 08</u>	Start <del>part time</del>
Address _____	To <u>March 08</u>	Final <u>non paid internship</u>
Telephone (____) _____	Your last job title <u>Stack</u>	

Reason for leaving (be specific) end internship

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. stack delivery clean + sweep

\*Stacking

3 months

Name <u>Tires plus</u>	Supervisor name <u>Jerret whor</u>	
Position _____	Employment dates	Pay or salary
Company _____	From <u>Oct 07</u>	Start
Address _____	To <u>Dec 07</u>	Final <u>non paid internship</u>
Telephone (____) _____	Your last job title <u>tire traction</u>	

Reason for leaving (be specific) Change internship

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. change tire inspect tire tire tag

School  
OSP - occupational skills  
1 year

**APPLICATION FOR EMPLOYMENT**

**WORK EXPERIENCE**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Herman motor</u>	Supervisor name <u>Jale Herman</u>	
Position _____	Employment dates	Pay or salary
Company _____	From <u>Jan 06</u>	Start
Address _____	To <u>Jul 07</u>	Final
Telephone (____) _____	Your last job title <u>Janitor</u>	
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. <u>clean sweep auto detailing assist mechanic</u>		

*Almost a year*

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From _____	Start
Address _____	To _____	Final
Telephone (____) _____	Your last job title _____	
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

Who were you referred by? DRS person

May we contact your present employer?  Yes \_\_\_ No

Did you complete this application yourself?  Yes \_\_\_ No

If not, who did? \_\_\_\_\_

**PLEASE READ CAREFULLY  
APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Corporate Management Group, Inc., (hereinafter called "the Company"),

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 Corporate Management Group, Inc., 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 the Owner/Managing Member of the Company. Both the undersigned and Corporate Management Group, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company 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 called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.

I understand that, in connection with the routine processing of your employment application, the Company 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, the Company, 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 the Company 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 the Company is terminable at will for any reason by either party.

Signature of applicant Billy Sgphokhame Date: 5/5/08

## Interview Questions:

1. I'd like to know why I should hire you, so please give me 3 good qualities about yourself.  
*Hard worker*  
*Show up on time*  
*Always ask questions*
2. Where do you see yourself in a year from now? What goals have you set for yourself? How do you plan on reaching those goals?  
*House on his own / wants to move to Pipestone*
3. What was the longest period you stayed in a job? What did you like about that kept you there for that long?  
*\* Year - hands on experience*  
*likes working with his hands*
4. How comfortable are you in working in a team environment? Give examples of places where you worked in a team environment? What do you see are the benefits of a team environment atmosphere?  
*Team Player - Communication*  
*Shows how to get the work down*
5. Tell us about your experience in training and guiding others in work-instructions, safety requirements, or company policies.  
*Trained - Forklift + training*
6. What heavy objects have you moved or handled in any previous jobs? What did the objects weigh? Did you use a forklift to move objects?  
*50# - would be willing to make*
7. What types of repetitive assembly tasks have you done in any previous jobs?  
*Cleaning*
8. When was the last time you had a conflict with a co-worker or supervisor? How did you both resolve it?  
*Ø*
9. Do you have anything that would limit you from not working here?  
*Ø*
10. Are you currently able to perform the essential duties of the job for which you are applying for?  
*YES*

*\* Did Research on SRC  
Very impressed.*

**CMG INTERVIEW GUIDE FOR SUZLON ROTOR CORPORATION**

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

(IF YOU ARE UNSURE HOW TO ANSWER, YOU MAY LEAVE THE QUESTION BLANK)

- 1.) APPLICANT NAME: Billy Syphotchan DATE: 5/5/08  
(PLEASE PRINT)
- 2.) Are you willing to consent to a post job offered drug screen? Yes - No If no, why? \_\_\_\_\_  
(CIRCLE)
- 3.) Are you willing to consent to a post job offered health assessment? Yes - No If no, why? \_\_\_\_\_  
(CIRCLE)
- 4.) Can you legally work in this country? Yes - No If yes, by what means? US Citizen - Resident Alien - Other? \_\_\_\_\_  
(CIRCLE) (CIRCLE)
- 5.) Do you have reliable transportation to get to work? Yes - No How far will you travel in miles? \_\_\_\_\_ Will you need a ride Yes - No  
(CIRCLE) (CIRCLE)
- 6.) How far away do you live from Suzlon Rotor Corporation? 0-10 10-25 25-50 50-75 75-100 100+ Miles  
(CIRCLE)
- 7.) Which shift works best for your schedule: 7am-3:30pm 3pm-11:30pm 11pm-7:30am Will you work any shift? Yes-No  
(CIRCLE) (CIRCLE)
- 8.) Is the starting pay of \$10 per hour acceptable? Yes - No If no, starting pay desired \$ \_\_\_\_\_ per hour  
(CIRCLE)
- 10.) Have you ever been convicted of a felony? Yes No If so, when? \_\_\_\_\_  
(CIRCLE)
- 11.) Have you ever been terminated from a job? Yes - No If "yes", explain: \_\_\_\_\_  
(CIRCLE)
- 12.) On average how often are you absent from work per month? Never 1-2 times 3+ times Reason? Sick or see a doctor for checkup  
(CIRCLE)

**\*\*\* APPLICANT PLEASE DO NOT WRITE BELOW THIS LINE**

Is the application signed Yes - No Are both the application and questions above completed? Yes - No  
Was the applicant on time for their interview? Yes - No How did the applicant hear about CMG/Suzlon? \_\_\_\_\_

**PHYSICAL JOB REQUIREMENTS. ASK THE APPLICANT IF THEY CAN PERFORM THE FOLLOWING:**

Do you have full range of motion with your head, neck, & upper body? Yes - No Can you lift & carry up to 50lbs if needed? Yes - No  
Can you work in a kneeling position? Yes - No Can you work in a standing position (on your feet) for a 8 hour shift? Yes - No  
Can you work near fumes & dust for a 8 hour shift? Yes - No Have you ever worn a respirator? Yes - No Where? \_\_\_\_\_

**BASIC INTERVIEW QUESTIONS**

Have you ever worked in a mfg environment before? Yes - No If "yes", where? And tell me about your job responsibilities/duties: \_\_\_\_\_

Are you currently working right now? Yes - No If "yes", why are you looking to leave your employer? Ridgewate College  
If "no", how long have you been looking for employment? May 19th

Are you on layoff subject to recall? Yes - No Where have you had interviews or filled out applications at? \_\_\_\_\_

When are you available for employment? \_\_\_\_\_ Do you need to give a 2 week notice with your employer? Yes - No

**REFERENCE CHECKS**

CMG requires two work related reference checks from past employers. Who should we contact?

Name and title of reference/company: \_\_\_\_\_  
Comments: \_\_\_\_\_

Name and title of reference/company: \_\_\_\_\_  
Comments: \_\_\_\_\_

**NOTES**

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**PLEASE READ AND TELL THE INTERVIEWER THE CORRECT MATH ANSWER:**

1. At the beginning of the shift you start with 200 parts. During the shift you use 96 parts. How many parts do you have left at the end of the shift? 104 parts left

104

2. You use 8 parts per hour. How many parts will you use after 6 hours of work? 48 parts

8 x 6 = 48

3. You have 6 boxes with 20 parts in each box. At the end of the day you have used 3 and one half boxes of parts. How many parts do you have left? 50 parts left

50 parts left

**PLEASE READ AND TELL THE INTERVIEWER THE CORRECT MATH ANSWER:**

1. At the beginning of the shift you start with 150 parts. During the shift you use 86 parts. How many parts do you have left at the end of the shift? 64 parts left

$$\begin{array}{r} 150 \\ - 86 \\ \hline 64 \end{array}$$

2. You use 12 parts per hour. How many parts will you use after 5 hours of work? 60 parts

3. You have 4 boxes with 20 parts in each box. At the end of the day you have used 2 and one half boxes of parts. How many parts do you have left? 30 parts left

30



# EMPLOYMENT APPLICATION

**General Instructions**

1. Type or Print this application form in its entirety
2. Specify the position for which you are applying  
(Note: Separate applications must be submitted for separate positions)
3. If not hand-written, sign at the bottom of each page

**Position Applied For**

Title: Production

Department:

Location: Pipestone

**Part A: Personal Information**

Complete Name: Syphokham Billy  
Last Name First Name Middle Name

Social Security No. / Any ID No. issued by Competent Government Office (Please specify)  
511-94-6520

Address Present:  
City: 2601 Sunwood Estates Apt. 4 State:  
Zip: Willmar, MN 56201 Phone No.: 507-993-0924

Address Permanent:  
City: 311 S. Donaldson St. State:  
Zip: Luverne, MN 56156 Phone No.: 507-993-0924

eMail ID: Mobile No.:

**Part B (1): Education (in reverse chronological order)**

Examination	School / University	Year of Passing	Grade / CGPA
<u>Dipolma</u>	<u>Ridgewater College</u>	<u>2008</u>	<u>2.74</u>
<u>Diploma</u>	<u>Luverne High School</u>	<u>2007</u>	

**Part B (2): Part Job-related Training / Course Work attended**

Course Attended	Training Institute	Duration	Details

**Part B (3): Awards / Scholarships Received**

**Part B (4): Computer Skills**

Type	Skills	Version	Proficiency			
			Learning	Practicing	Expert	Trainer
Operating Systems						
Languages						
DBMS						
ERP						
Other (1)						
Other (2)						

ENTERED  
9/2/10

**Part C (1): Professional Experience - Past**

**Experience 1:**

Organization:	National Bushing	Details:	
Address:	1411 S.E. 1st St.		Stock parts, delivery of parts, and assisting customers.
Designation:	Willmar, MN 56201		
Duration:			
Reason for Leaving	internship ended	Last drawn Salary:	unpaid internship

**Experience 2:**

Organization:	Ridgewater College	Details:	
Address:	2101 15th Av. N.W		Cleaning, sweeping, garbage, and vacuuming.
Designation:	Willmar, MN 56201		
Duration:			
Reason for Leaving	Still there.	Last drawn Salary:	7.50/hr.

**Experience 3:**

Organization:	Tires Plus	Details:	
Address:	1801 S. 1st St.		Change tires and clean shop area.
Designation:	Willmar, MN 56201		
Duration:			
Reason for Leaving	internship ended.	Last drawn Salary:	unpaid internship

**Experience 4:**

Organization:	Herman Motor Co.	Details:	
Address:	312 E. Main St.		Clean, sweep, paint entire shop, and do auto detailing.
Designation:	Luverne, MN 56156		
Duration:			
Reason for Leaving	To go to college.	Last drawn Salary:	6.50/hr.

**Experience 5:**

Organization:		Details:	
Address:			
Designation:			
Duration:			
Reason for Leaving		Last drawn Salary:	

*If the given space is not sufficient, please fill-in Extra Sheet provided at the end of the Form*

**Part C (2): Professional Experience - Present**

Organization:		Nature of Business:	
Address:		No. of Employees:	
Annual Turnover:		Position on Joining:	
Date of Joining:		Reporting to:	
Present Position:		Key Job Responsibilities:	
Draw Organization Structure: <i>(Mark your Position)</i>			
No. of Persons Reporting to you: .....			
Reason for Seeking Change:			

Part C (3): Current Salary Break-up			
Basic		Yearly Allowances (if any)	
Monthly Allowances		Fixed Bonus	
Retirals (PF, Gratuity, etc.)		Variable Incentive	
Monthly Perks		Yearly Reimbursements	
Other (Monthly)		Other (Yearly)	
Total (A)		Total (B)	
<b>CTC (A + B)</b>		<b>Expected CTC</b>	

Part D: Professional Laurels
Membership of Professional Organizations / Groups
Papers / Articles Published
Patents / Licenses Registered

Part E: Other Details
<b>Hobbies &amp; Interests</b> Interested in mechanics.
<b>Awards Received</b>
<b>Languages Known</b>

Part F: Self Evaluation
Please elaborate how your skills and experience meet the requirements of the job applied Hands on training in mechanics.

Part G: References			
<b>Reference 1:</b>		<b>Reference 2:</b>	
Name & Title:	Mary Gafkjen Instructor	Name & Title:	Tim Laffen Training Coordinator
Nature of Contact:	Ridgewater College	Nature of Contact:	Ridgewater College
Address:	320-222-8041	Address:	320-222-8042
Contact No.:		Contact No.:	
eMail ID:		eMail ID:	

Part H: Declaration
I hereby declare that the information provided by me in application is true, to best of my knowledge. I am aware that any omissions, falsifications, misstatements or misrepresentations above may disqualify me for employment, if I am hired, may be grounds for termination at a later date.
Date: _____ Place: _____ Signature: _____