

employer solutions staffing group, inc.

PO Box 46270  
Minneapolis, MN 55344-9956  
Tel: 952.835.1288

## New Hire Application

### Personal Data-- PLEASE PRINT LEGIBLY IN INK

Last Name Buss First Name Sheila Middle Initial A  
 Street Address 2709 Markay St SE Apt/Ste \_\_\_\_\_  
 City/State/Zip Rochester, MN 55904 Social Security Last Four XXX-XX-5406  
 Phone Number 507-282-4256 Email Address \_\_\_\_\_ @ \_\_\_\_\_  
 Staffing Agency/Recruitment Partner CMG

### 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 (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.

Sheila A. Buss

Name (Print or type)

*Sheila A. Buss*

Sheila A. Buss (Oct 16, 2017)

Applicant's Signature

Oct 16, 2017

Date

A copy or facsimile ("fax") will be considered the same as an original signature. Email will ONLY be used for employment correspondence

| For ESSG Office Use Only        |                                  |                             |                                                 |                          |
|---------------------------------|----------------------------------|-----------------------------|-------------------------------------------------|--------------------------|
| DOH _____                       | NHW _____                        | I-9 _____                   | 8850 _____                                      | W4 _____                 |
| Emergency Contact Info<br>_____ | Background Release Form<br>_____ | Background Results<br>_____ | Unemployment Letter<br>(If applicable)<br>_____ | ESC Application<br>_____ |
| For ESSG Client Use             |                                  |                             |                                                 |                          |
| DOH _____                       | ROP _____                        | Work Site Loc. _____        | WC Code _____                                   |                          |

## EMERGENCY CONTACT INFORMATION

EMPLOYER SOLUTIONS STAFFING GROUP  
IN CASE OF AN EMERGENCY - NOTIFICATION INFORMATION

Employee Name: Sheila A. Buss

Address: 2709 Markay St SE Rochester, MN 55904

Home Phone: 507-282-4256

| EMERGENCY CONTACTS                                                                        |                                                                             |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Please list two people (in priority order) who could be contacted in case of an emergency |                                                                             |
| <b>Contact #1</b><br><br>Name: Marianne Buss<br><br>Relationship: Mother                  | Home Phone: 507-282-4256<br><br>Cell Phone:<br><br>Work Phone:              |
| <b>Contact #2</b><br><br>Name: Megan Baldwin<br><br>Relationship: Friend                  | Home Phone: 507-258-4608<br><br>Cell Phone: 507-319-0587<br><br>Work Phone: |

Additional information you want Employer Solutions Staffing Group and our clients to know in the event of an emergency:

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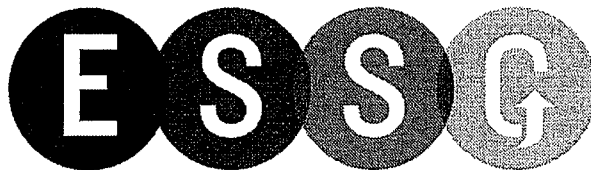
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*This information will remain confidential and will only be used in the case of an emergency.*



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**STATEMENT OF CONFIDENTIALITY**

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and \_\_\_\_\_ hereafter referred to as "employee".

**WITNESSETH:**

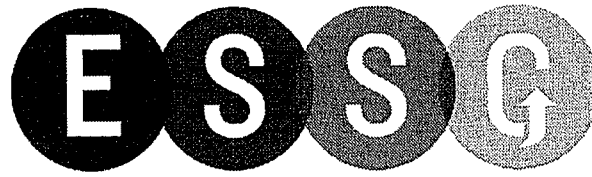
For the duration of my employment and after resignation or termination of this employment with employer, for any reason whatsoever, the employee shall not use or disclose to any other person or company, and confidential or proprietary information or know-how related to the business of the employer.

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.

Sheila A. Buss  
Sheila A. Buss (Oct 16, 2017)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employer Solutions Staffing Group LLC, Representative



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## INJURY MANAGEMENT PROGRAM

### Injured Worker's Responsibilities

As your employer, we are concerned about your full recovery. Reasonable and necessary medical care will be paid for any compensable work injury. Medically authorized time away from work will be reimbursed in accordance with the **State of Minnesota workers' compensation laws**. Wherever possible light duty restrictions imposed as a result of your injury will be accommodated.

#### RESPONSIBILITIES OF THE INJURED WORKER:

Minnesota Rule Sec. 5221.0430, Subp. 1 requires that you choose one primary health care provider. Subpart 2 places limitations on your right to change primary health care providers. Discuss with your employer any change in health care provider.

Attend all scheduled appointments. While on physical limitations, visits should be a minimum of once every two weeks. Failure to have current medical support for disability may result in termination of benefits. Schedule your next appointment immediately after your doctor visit, before you leave the clinic if possible.

Obtain a Report of Workability from your physician at every appointment, a minimum of once every two weeks. M.R. 5221.0420 requires that your physician cooperate with return to work planning and that you be released to return to work at the earliest appropriate time.

Immediately following your appointment, provide a copy of the report to the designated employer representative. You should deliver this in person so that changes in work restrictions may be addressed and any questions answered.

Follow all physical restrictions at home and at work.

Report to work and perform physically suitable tasks as assigned. These may or may not be in your regular department. The work may or may not be on your usual shift.

Maintain regular, weekly, communication with your employer if you are unable to return to work. Contact your employer a minimum of after every visit with your primary health care provider. Keep the claims representative advised of your status.

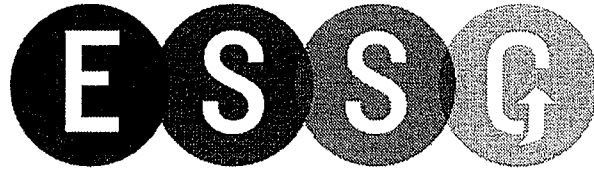
Notify your employer immediately of any new injuries or conditions that impact your physical condition.

If it is necessary to miss scheduled work due to a work injury, you must be seen by your primary health care provider the same day in order to receive compensation for the time away from work. The physician must complete a Report of Workability.

**I have read my responsibilities and agree to abide by these guidelines.**

Signed: Sheila A. Buss  
Sheila A. Buss (Oct 16, 2017)

Printed Name: Sheila A. Buss



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# Important/Importante

## LOST OR STOLEN PAYCHECKS

If a paycheck is **lost** (*missing, misplaced, destroyed, lost in the mail, etc.*), you must notify your staffing recruiter that the check cannot be found. If it can be verified that the check has not been cashed, ESSG will stop payment on the check and re-issue the check to you, deducting a fee of between \$25-\$35.

If your paycheck was **stolen**, you must first file a police report before we can re-issue the check. Once you have done so, you must provide a copy of the police report to your staffing recruiter that the check was stolen. If the check has not been cashed and if the loss of the check was not your fault, ESSG will issue a new check and no fee will be deducted.

## CHEQUES DE PAGO PERDIDOS O ROBADOS

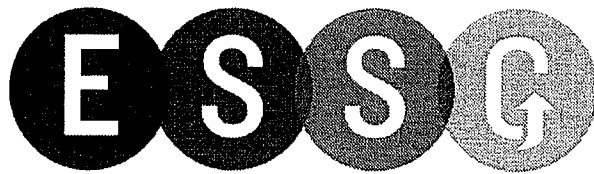
Si un cheque de pago se pierde (que falta, fuera de lugar, destruido, perdido en el correo, etc), usted debe notificar a su reclutador de personal que el cheque no se puede encontrar. Si se puede verificar que el cheque no ha sido cobrado, ESSG se detendrá el cheque de pago y reemitir el cheque a usted, descontando un cargo de entre \$ 25 - \$ 35.

Si su cheque de pago fue robado, primero debe denunciar el robo a la policía antes de que podamos volver a emitir el cheque. Una vez hecho esto, usted debe proporcionar una copia de la denuncia a su reclutador de personal que el cheque fue robado. Si el cheque no ha sido cobrado y si la pérdida del cheque no fue su culpa, ESSG emitirá un nuevo cheque y no hay cuota se deducirá.

AGREED/SE ACUERDA—

Name/Nombre (con letra de molde): Sheila A. Buss

Signature/Firma: Sheila A. Buss  
Sheila A. Buss (Oct 16, 2017)



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### Acknowledgement of Receipt of Workplace Safety Policy

I certify that I have received a copy of Employer Solutions Staffing Group's ESSG WORKPLACE SAFETY POLICY. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at 952.835.1288/1.866.496.7573 with any questions I may have about this policy. I agree to comply with ESSG's policy on ESSG WORKPLACE SAFETY POLICY and I understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am believe that I am working in an unsafe or dangerous work environment, I will immediately contact my supervisor, manager, director or ESSG's Safety Director at 952.835.1288/1.866.496.7573 in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

Sheila A. Buss

Employee's Signature:

Sheila A. Buss  
Sheila A. Buss (Oct 16, 2017)

Date: Oct 16, 2017

**Pre-Screening Notice and Certification Request for  
the Work Opportunity Credit**

OMB No. 1545-1500

► Information about Form 8850 and its separate instructions is at [www.irs.gov/form8850](http://www.irs.gov/form8850).

**Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.**

Your name Sheila A. Buss Social security number ► 476-02-5406

Street address where you live 2709 Markay St SE

City or town, state, and ZIP code Rochester, MN 55904

County \_\_\_\_\_ Telephone number 507-282-4256

If you are under age 40, enter your date of birth (month, day, year) 06/29/1967

- 1 ☐ Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- 2 ☐ Check here if **any** of the following statements apply to you.
- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
  - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
  - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
  - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
    - a. Received SNAP benefits (food stamps) for the past 6 months; **or**
    - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
  - During the past year, I was convicted of a felony or released from prison for a felony.
  - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
  - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
- 3 ☐ Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 4 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
- 5 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 6 ☐ Check here if you are a member of a family that:
- Received TANF payments for at least the past 18 months; **or**
  - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; **or**
  - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.
- 7 ☐ Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

**Signature—All Applicants Must Sign**

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ► Sheila A. Buss  
Sheila A. Buss (Oct 16, 2017)

Date Oct 16, 2017



## EMPLOYER SECTION:

|           |           |                   |
|-----------|-----------|-------------------|
| Client:   | Company:  |                   |
| Location: | Position: | Starting Wage: \$ |

## EMPLOYEE SECTION:

|                        |                |                   |                                                                     |                   |
|------------------------|----------------|-------------------|---------------------------------------------------------------------|-------------------|
| First Name: Last Name: | Suffix:        | Street Address:   | City/State:                                                         | Zip:              |
| Sheila A. Buss         |                | 2709 Markay St SE | Rochester, MN                                                       | 55904             |
| SS#:                   | Date of Birth: | Age:              | Have you worked for this company before?                            | If yes, location: |
| 476-02-5406            | 06/29/1967     | 50                | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                   |

Please complete all questions, and sign and date the form.

Yes No

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 1. Have you or has anyone living with you received Temporary Assistance to Needy Families (TANF) at any time since August 5, 1997? (If yes, please provide information below.)<br>Name of the person receiving benefits: _____ Relationship to you: _____<br>City: _____ County: _____ State: _____                                                                                                                                                                                                                                                                                                    | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2. Have you or has anyone living with you received Food Stamps (SNAP) at any time during the past 15 months? (If yes, please provide information below.)<br>Name of the person receiving benefits: _____ Relationship to you: _____<br>City: _____ County: _____ State: _____                                                                                                                                                                                                                                                                                                                          | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 3. Have you received Supplemental Security Income (SSI) at any time within the past 3 months?<br>Please note, this is not the same as Social Security benefits (SS) or Social Security Disability (SSDI) benefits.<br>*If you checked yes please provide a copy of your SSI documentation.                                                                                                                                                                                                                                                                                                             | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 4. Have you received any type of vocational rehabilitation services within the past two years?<br>If yes, please indicate which type of agency you worked with and provide their location information below:<br><input type="checkbox"/> Vocational Rehabilitation Agency <input type="checkbox"/> Dept. of Veterans Affairs <input type="checkbox"/> Employment Network (Ticket to Work Program)<br>Name of Agency: _____ Phone #: _____<br>City: _____ County: _____ State: _____<br>*If you checked yes please provide a copy of your active Individual Work Plan and Ticket to Work documentation. | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 5. Are you a Veteran of the U.S. Military? *If yes, please provide a copy of your DD-214 and letter of separation.<br>(If yes, please provide information below. If no, please continue to question #6.)<br>Dates of Service - From: _____ To: _____<br>Branch of Service: _____<br>Are you entitled to or are you receiving compensation for a service-connected disability?                                                                                                                                                                                                                          | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 6. Have you been unemployed at any time during the last 12 months?<br>If yes, dates of unemployment - From: <u>6/3/17</u> To: <u>10/16/17</u><br>Did you receive unemployment compensation at any point during your unemployment?<br>If yes, in which state did you receive unemployment compensation? _____                                                                                                                                                                                                                                                                                           | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 7. Have you been convicted of a felony or released from prison for a felony conviction in the past 12 months?<br>Conviction Date: _____ Release Date: _____<br>Was this a <input type="checkbox"/> Federal or <input type="checkbox"/> State conviction? If State - County: _____ State: _____                                                                                                                                                                                                                                                                                                         | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| <b>Additional Tax Credits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                               |
| IEC (Native American): Are you or your spouse a member of a Native American Tribe?<br>If you checked yes please provide a copy of your CDIB card.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| CA Residents: <input type="checkbox"/> Are you the child of foster parents? <input type="checkbox"/> Do you receive CalWorks? <input type="checkbox"/> Workforce Investment Act?<br><input type="checkbox"/> Are you a migrant or seasonal farm worker? <input type="checkbox"/> Have you ever been convicted of a misdemeanor?                                                                                                                                                                                                                                                                        |                                                               |
| SC Residents: <input type="checkbox"/> Do you receive Family Independence Benefits?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |

## PLEASE READ, SIGN, AND DATE:

Under penalties of perjury, I declare the information above to be true and accurate to the best of my knowledge, and I hereby authorize any agency, organization, or individuals to supply such verification or information that may be needed to determine tax credit eligibility to my employer, employer representative (Associated Consultants, Inc. dba Retrotax), or the Department of Labor.

New Employee Signature: Sheila A. Buss

Sheila A. Buss (Oct 16, 2017)

Date: Oct 16, 2017



**LONG-TERM UNEMPLOYMENT RECIPIENT SELF-ATTESTATION FORM**  
**Work Opportunity Tax Credit (WOTC) Program**

Instructions: This Self-Attestation Form (SAF) is to be completed, signed, and dated by the new hire only. Employers or consultants submit this SAF to the State Workforce Agency with IRS Form 8850 or if filed separately, with ETA Form 9061 (or ETA Form 9062) for each certification request filed for the new target group.

Under penalties of perjury, I declare that this information is true and correct to the best of my knowledge.

New Hire's Signature: Sheila A. Buss Date Oct 16, 2017  
Sheila A. Buss (Oct 16, 2017)

New Hire Name: Sheila A. Buss

Social Security Number: 476-02-5406

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

Please check the statements below if they apply to you.

☐ I declare that I was in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period I received unemployment compensation.

☐ I declare that I have been in a period of unemployment since 6/3/2017.  
(Enter start date)

**Privacy Act Notice:**

The Internal Revenue Code of 1986, Section 51, as amended and its enacting legislation, P.L. 104-188, specify that the State Workforce Agencies are the "designated" agencies responsible for administering the WOTC certification procedures of this program. The information you have provided completing this form will be disclosed by your employer to the State Workforce Agency. Provision of this information is voluntary; however the information is required to determine your employer's eligibility for the federal tax credit.

**Public Burden Statement:**

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to complete this form is required to obtain or retain benefits (P.L. 111-5). Public reporting burden is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the U.S. Department of Labor, Division of National Programs Tools Technical Assistance, Room C-4510, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371). Please do not submit completed forms to this address.



## New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with copies of documents or items listed below. Please initial each line when you receive that particular document or item. Please sign and date the bottom of the sheet when all documents or items have been distributed to you.

CMG / Reichel Foods Handbook

SB

- Attendance Policy page 6
- Time Off Request procedure page 20
- No Smoking Policy, E-Cig, Chewing policy page 12
- Final Paycheck at Time of Separation page 18

SB

SB

SB

SB

Receipt of Unemployment Acknowledgement

SB

I hereby acknowledge that I have been provided with each and every item listed above, that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the item or its content that it is my responsibility to address my questions with my supervisor or CMG, 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.

Date: 10/17/17

Signature: Sheila A. Buss

Printed Name: Sheila A. Buss

### Acknowledgement of Receipt Antiharassment Policy

I certify that I have received a copy of Employer Solutions Staffing Group's Antiharassment Policy. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management, **CMG 507.923.4955** or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions I may have about this policy. I agree to comply with ESSG's policy on Antiharassment and understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am involved in any employment dispute or I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, marital, sexual orientation or veteran status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact my supervisor, manager, **CMG 507.923.4955**, director or ESSG's Human Resource Department at **952.835.1288/1.866.496.7573** in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

Sheila A Buss

Employee's Signature:

Sheila A Buss

Date: 10/17/17

## RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE 10/17/17

EMPLOYEE  
NAME Sheila A Buss  
PLEASE PRINT

EMPLOYEE  
SIGNATURE Sheila A Buss

ESSG  
REPRESENTATIVE [Signature]



## ACKNOWLEDGMENT

The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
3. I agree to **notify** my CMG/ESSG Consultant **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
4. I am responsible for the information provided herein and will, upon my separation, return this handbook to my CMG/ESSG Consultant.

Date:

10/17/17

Associate's Signature:

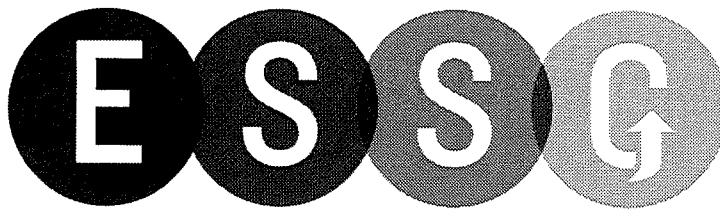
Sheila A Buss

Associate's Printed Name:

Sheila A Buss

Orientation provided by:

[Signature]



employer solutions staffing group<sub>llc</sub>

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## **Notification of Minnesota Law Requirement – Unemployment Acknowledgement**

*According to Minnesota Statute section 268.095, subdivision 2, paragraph (d), an applicant who, within five calendar days after completion of a suitable job assignment from a staffing service, (1) fails without good cause to affirmatively request an additional suitable job assignment, (2) refuses without good cause an additional suitable job assignment offered, or (3) accepts employment with the client of the staffing service, is considered to have quit employment.*

It is your responsibility to contact ESSG (for instance, by calling 952.277.5227 or using any other form of contact) for additional assignments. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact ESSG within 5 calendar days once an assignment ends. I also acknowledge that I have received a separate copy of this form. SB (Initial)

Sheila A Buss  
Employee Signature:

10/17/17  
Date:

Sheila A Buss  
Employee (please print your name here)

**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.

3. 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.

Ashley A Basso  
Individual's Name

10/16/17  
Date

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





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017289154310BT**

Report Prepared: 10/16/2017

**Company Information**

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Company ID: 47429

Company Name: Employer Solutions Staffing Group

**Employee Information**

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Last Name: Buss

First Name: Sheila

Date of Birth: 06/29/1967

Social Security Number: \*\*\* \*\* 5406

Hire Date: 10/16/2017

Citizenship Status: A citizen of the United States

**Document Information**

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

List C Document: Social Security Card

Document Name: Driver's license

Document State: Minnesota

Driver's License or ID Card Number:

Document Expiration Date: 06/29/2018

**Case Status Information**

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Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/16/2017

Case Submitted By: GLEN7602

SENSITIVE BUT UNCLASSIFIED



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

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

► **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)<br>Buss                       |  | First Name (Given Name)<br>Sheila        |             | Middle Initial<br>A                                  | Other Last Names Used (if any) |                           |
| Address (Street Number and Name)<br>2709 Markay St SE |  |                                          | Apt. Number | City or Town<br>Rochester                            |                                | State<br>MN               |
| ZIP Code<br>55904                                     |  | Date of Birth (mm/dd/yyyy)<br>06/29/1967 |             | U.S. Social Security Number<br>4 7 6 - 0 2 - 5 4 0 6 |                                | Employee's E-mail Address |
| Employee's Telephone Number<br>(507) 282-4256         |  |                                          |             |                                                      |                                |                           |

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

|                                               |                                                |
|-----------------------------------------------|------------------------------------------------|
| Signature of Employee<br><i>Sheila A Buss</i> | Today's Date (mm/dd/yyyy)<br><i>10/16/2017</i> |
|-----------------------------------------------|------------------------------------------------|

**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 |



*Employer Completes Next Page*





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

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

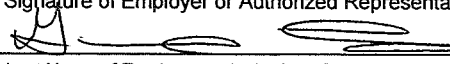
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

|                              |                                 |                                   |           |                                     |
|------------------------------|---------------------------------|-----------------------------------|-----------|-------------------------------------|
| Employee Info from Section 1 | Last Name (Family Name)<br>Buss | First Name (Given Name)<br>Sheila | M.I.<br>A | Citizenship/Immigration Status<br>1 |
|------------------------------|---------------------------------|-----------------------------------|-----------|-------------------------------------|

| List A<br>Identity and Employment Authorization | OR | List B<br>Identity                                                                                                                                                                       | AND | List C<br>Employment Authorization                    |
|-------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------|
| Document Title<br>N/A                           |    | Document Title<br>Driver's license issued by state/territory                                                                                                                             |     | Document Title<br>Social Security Card (Unrestricted) |
| Issuing Authority<br>N/A                        |    | Issuing Authority<br>Minnesota                                                                                                                                                           |     | Issuing Authority<br>Social Security Administration   |
| Document Number<br>N/A                          |    | Document Number<br>Q457129800616                                                                                                                                                         |     | Document Number<br>476025406                          |
| Expiration Date (if any)(mm/dd/yyyy)<br>N/A     |    | Expiration Date (if any)(mm/dd/yyyy)<br>06/29/2018                                                                                                                                       |     | Expiration Date (if any)(mm/dd/yyyy)<br>N/A           |
| Document Title<br>N/A                           |    | <div>Additional Information</div> <div>QR Code - Section 2<br/>Do Not Write in This Space<br/></div> |     |                                                       |
| Issuing Authority<br>N/A                        |    |                                                                                                                                                                                          |     |                                                       |
| Document Number<br>N/A                          |    |                                                                                                                                                                                          |     |                                                       |
| Expiration Date (if any)(mm/dd/yyyy)<br>N/A     |    |                                                                                                                                                                                          |     |                                                       |
| Document Title<br>N/A                           |    |                                                                                                                                                                                          |     |                                                       |
| Issuing Authority<br>N/A                        |    |                                                                                                                                                                                          |     |                                                       |
| Document Number<br>N/A                          |    |                                                                                                                                                                                          |     |                                                       |
| Expiration Date (if any)(mm/dd/yyyy)<br>N/A     |    |                                                                                                                                                                                          |     |                                                       |

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

|                                                                                                                                           |                                                                 |                                                                            |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------|-------------------|
| Signature of Employer or Authorized Representative<br> | Today's Date (mm/dd/yyyy)<br>10/16/2017                         | Title of Employer or Authorized Representative<br>Administrative Assistant |                   |
| Last Name of Employer or Authorized Representative<br>Lenz                                                                                | First Name of Employer or Authorized Representative<br>Garrison | Employer's Business or Organization Name<br>ESSG                           |                   |
| Employer's Business or Organization Address (Street Number and Name)<br>7480 Flying Cloud Drive                                           | City or Town<br>Eden Prairie                                    | State<br>MN                                                                | ZIP Code<br>55344 |

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

|                                    |                         |                |                                          |
|------------------------------------|-------------------------|----------------|------------------------------------------|
| <b>A. New Name (if applicable)</b> |                         |                | <b>B. Date of Rehire (if applicable)</b> |
| Last Name (Family Name)            | First Name (Given Name) | Middle Initial | Date (mm/dd/yyyy)                        |

**C.** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

|                |                 |                                       |
|----------------|-----------------|---------------------------------------|
| Document Title | Document Number | Expiration Date (if any) (mm/dd/yyyy) |
|----------------|-----------------|---------------------------------------|

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized 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 | Today's Date (mm/dd/yyyy) | Name of Employer or Authorized Representative |
|----------------------------------------------------|---------------------------|-----------------------------------------------|

# Form W-4 (2017)

**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 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can 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. 505 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. 505 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. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

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

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |       |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------|
| A | Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .                                                                                                                                                                                                                                                                                                                                                                                                                             | A | _____ |
| B | Enter "1" if: <div style="display: inline-block; vertical-align: middle;"><div style="display: inline-block; vertical-align: middle;">• You're single and have only one job; or</div><div style="display: inline-block; vertical-align: middle;">• You're married, have only one job, and your spouse doesn't work; or</div><div style="display: inline-block; vertical-align: middle;">• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</div></div> . . . . . | B | _____ |
| C | Enter "1" for your <b>spouse</b> . 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 | _____ |
| D | Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .                                                                                                                                                                                                                                                                                                                                                                                              | D | _____ |
| E | Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .                                                                                                                                                                                                                                                                                                                                                                       | E | _____ |
| F | Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .                                                                                                                                                                                                                                                                                                                                                                                | F | _____ |
| G | <b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.<br>• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.<br>• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. . . . .         | G | _____ |
| H | Add lines A through G and enter total here. ( <b>Note:</b> This may be different from the number of exemptions you claim on your tax return.) ▶                                                                                                                                                                                                                                                                                                                                                                 | H | _____ |

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 are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 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.

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                |  |                                              |                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|-----------------------------------------|
| <b>Form W-4</b><br>Department of the Treasury<br>Internal Revenue Service                                                                                                                                                                                                                                                                                                                                                                                           |  | <b>Employee's Withholding Allowance Certificate</b><br>▶ 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. |  | OMB No. 1545-0074<br><b>2017</b>             |                                         |
| 1 Your first name and middle initial<br>Sheila A                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Last name<br>Buss                                                                                                                                                                                                                                              |  | 2 Your social security number<br>476-02-5406 |                                         |
| Home address (number and street or rural route)<br>2709 Markay St SE                                                                                                                                                                                                                                                                                                                                                                                                |  | 3 <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Married, but withhold at higher Single rate.<br><b>Note:</b> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.        |  |                                              |                                         |
| City or town, state, and ZIP code<br>Rochester, MN 55904                                                                                                                                                                                                                                                                                                                                                                                                            |  | 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)                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                |  | 5                                            | 1                                       |
| 6 Additional amount, if any, you want withheld from each paycheck . . . . .                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                |  | 6                                            | \$                                      |
| 7 I claim exemption from withholding for 2017, and I certify that I meet <b>both</b> of the following conditions for exemption.<br>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b><br>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.<br>If you meet both conditions, write "Exempt" here . . . . . ▶ 7 |  |                                                                                                                                                                                                                                                                |  |                                              |                                         |
| 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.                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                |  |                                              |                                         |
| Employee's signature<br>(This form is not valid unless you sign it.) ▶ <u>Sheila A. Buss</u><br>Sheila A. Buss (Oct 16, 2017)                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                |  | Date ▶ Oct 16, 2017                          |                                         |
| 8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                |  | 9 Office code (optional)                     | 10 Employer identification number (EIN) |

**EMPLOYER SOLUTIONS STAFFING GROUP  
BACKGROUND CHECK AUTHORIZATION**

Employee Name: Sheila A. Buss  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: 2709 Markay St SE Rochester, MN 55904  
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Social Security Number: 476-02-5406 DOB: 06/29/1967

Phone Number: 507-282-4256

Driver's License Number/State: \_\_\_\_\_

**The information contained in this application is correct to the best of my knowledge.**

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, county 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.

Signature: Sheila A. Buss Date: Oct 16, 2017  
Sheila A. Buss (Oct 16, 2017)

**Notice to CA, MN, and OK Residents:**

Please check the box below if you wish to receive a copy of a consumer report that is requested.

☒ ***I wish to receive a copy of any Background Check Report on me that is requested.***

