



## CMG APPLICATION FOR EMPLOYMENT

**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED**

**PLEASE COMPLETE PAGES 1-5** DATE 06-23-2014

Name Phillip D. Boldt  
Last First Middle Maiden

Present address 430 W. Mendota Rd Apt 110  
Number Street  
W. St. Paul MN 55118  
City State Zip

Social Security No. 470 - 90 - 3866

Telephone 952 210-5612 E-Mail phillipdboldt1971@gmail.com

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

Position applied for (1) _____ and salary desired (2) _____ (Be specific)	Shift available to work 1 <sup>st</sup> <input checked="" type="checkbox"/> _____ 2 <sup>nd</sup> _____ 3 <sup>rd</sup> _____
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How many hours can you work weekly? 40 Can you work nights? NO

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

When available for work? any time

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	Burnsville			High School Degree
College	High School DETC		4	Master's Super Market Management
Bus. or Trade School				
Professional School				

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes \_\_\_ No

What is your means of transportation to work? CeV

Driver's license number 2906238422715 State of issue MN

Operator \_\_\_ Commercial (CDL) \_\_\_ Chauffeur \_\_\_

Expiration date 04-02-2016

Have you had any accidents during the past three years? \_\_\_ Yes  No

If so, how many? \_\_\_\_\_

Have you had any moving violations during the past three years? \_\_\_ Yes  No

If so, how many? \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

APPLICATION FOR EMPLOYMENT

**MILITARY**

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

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

Branch \_\_\_\_\_ 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 _____	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.		

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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.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant  Date: 06-23-14

## Phillip D. Boldt

430 W. Mendota Rd Apt 110  
West St. Paul MN 55118  
(952)210-5612 E-mail:phillipdboldt1971@gmail.com

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### OBJECTIVE

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### HIGHLIGHTS AND QUALIFICATIONS

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- Quick learner who can easily adapt to new responsibilities
- Cooperative and dependable; get the job done efficiently
- Effective communicator; attentive listener, patient, and diplomatic
- Demonstrated ability to handle several tasks at once
- Very personable, outgoing, and able to relate to people from diverse cultures
- High-energy: proven ability to produce within a demanding work
- Excellent record of dependability and reliability

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### RELEVANT SKILLS AND EXPERIENCE

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#### SKILLS

Developed skill and competence in many office procedures, including:

- |                  |                    |                    |          |
|------------------|--------------------|--------------------|----------|
| -data entry      | -answering phones  | -inventory control | -typing  |
| -keeping records | -distributing mail | -issuing receipts  | -cashier |
| -ten key         | -coordinate        | -photocopying      | -filing  |

#### COMMUNICATIONS AND INTERPERSONAL

- Established and maintained good rapport with co-workers, cooperating well with other employees in every position.
- Received and responded to telephone lines while efficiently assessing and responding to the needs of walk-in clients which included directing them to appropriate resources if their concerns were beyond the scope of my expertise.

#### CUSTOMER SERVICE

- Demonstrated ability to listen effectively to customers, and resolve their problems, which resulted in both cost savings and excellent customer relations.
- Successfully defused angry customers by using patience and excellent listening skills.
- Provided friendly advice to wide range of people, promoting company's customer-orientated image.

#### TEAMWORK/PROBLEM SOLVING

- Earned a reputation as a valuable and cooperative co-worker.
- Was fair, honest, and willing to help others when needed.
- Developed a strategy for making quick decisions under high stress conditions, maintaining composure while prioritizing and orchestrating many job functions.

#### BUSINESS

Set up a small business bookkeeping system:

- |  |   |
|--|---|
| -Acquired necessary licenses             | -Handled accounts payable and accounts receivable |
| -Consulted with accountants, and vendors | -Entered and retrieved computerized data          |

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### WORK EXPERIENCE

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2012-2013	Janitorial	Andersen Windows	Bayport MN
2011-2012	Janitorial	Marsden	St. Paul MN
2008-2009	<b>Assistant Manager</b>	Papa Murphy	Chaska, MN
2007-2008	<b>Cook, Customer Service</b>	Wendy's	Castlerock, CO
2006-2007	<b>Grounds Keeper</b>	DeAngelo Ground Maintenance Inc	Lakewood, CO
2005-2006	<b>Customer Service</b>	Big R's	Elizabeth, CO
1996-2005	<b>Owner</b>	Phil's Snacks and Knick Knacks	Minnnetonka, MN

#### EDUCATION

Dakota Country Technical College	Supermarket Management	Rosemount MN
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