employer solutions staffing group
Leveraging Resources in a Changing Market

7301 Ohms Lane Suite 405
Edina, MN 55439
Tel: 952.835.1288 • Fax: 952.835.1255
www.esgstaffingsolutions.com

# New Hire Application

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

**Last Name** Gillihan **First Name** Carly **Middle Initial** A

**Street Address** 7576 Whispering Brook Dr **Apt/Ste** B15

**City/State/Zip** Portage, MI 49024

**Phone Number** 269-271-0882 **Email Address** carlygillihan@gmail.com @

**Staffing Agency/Recruitment Partner** _____

**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.

| Carly Gillihan | Carly Gillihan (Dec 16, 2015) | Dec 16, 2015 |
|---|---|---|
| Name (Print or type) | Applicant's Signature | Date |

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

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

# Form W-4 (2015)

**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 2015 expires February 16, 2016. 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 cannot claim exemption from withholding if your 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 do not apply to supplemental wages greater than $1,000,000.

**Basic instructions.** If you are not 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 2015. 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*.

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

| | | |
|---|---|---|
| A | Enter "1" for **yourself** if no one else can claim you as a dependent | A _____ |
| B | Enter "1" if: • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less. | B _____ |
| 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 _____ |
| D | Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return | D _____ |
| E | Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) | E _____ |
| F | Enter "1" if you have at least $2,000 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 _____ |
| G | **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than $65,000 ($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. • If your total income will be between $65,000 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. (**Note.** 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.** ----------

Form **W-4**
Department of the Treasury
Internal Revenue Service

# Employee's Withholding Allowance Certificate

▶ **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
**2015**

| | | |
|---|---|---|
| 1 Your first name and middle initial: Carly A | Last name: Gililhan | 2 **Your social security number:** 365156442 |
| Home address (number and street or rural route): 7576 Whispering Brook Dr, Apt B15 | 3 ☑ Single ☐ Married ☐ Married, but withhold at higher Single rate. **Note.** If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. | |
| City or town, state, and ZIP code: Portage, MI 49024 | 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.** ▶ ☐ | |

| | | |
|---|---|---|
| 5 | Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2) | 5 0 |
| 6 | Additional amount, if any, you want withheld from each paycheck | 6 $ 0 |
| 7 | I claim exemption from withholding for 2015, and I certify that I meet **both** of the following conditions for exemption. • Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and** • This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability. 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** (This form is not valid unless you sign it.) ▶ Carly Gillihan (Dec 16, 2015) **Date ▶** Dec 16, 2015

| | | |
|---|---|---|
| 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) |

**For Privacy Act and Paperwork Reduction Act Notice, see page 2.**

Cat. No. 10220Q Form **W-4** (2015)

# MI-W4

(Rev. 08-11)

## EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE
## STATE OF MICHIGAN - DEPARTMENT OF TREASURY

*This certificate is for Michigan income tax withholding purposes only. You must file a revised form within 10 days if your exemptions decrease or your residency status changes from nonresident to resident. Read instructions below before completing this form.*

Issued under P.A. 281 of 1967.

▶ 1. Social Security Number: 365-15-6442

▶ 2. Date of Birth: 04/15/1992

▶ 3. Type or Print Your First Name, Middle Initial and Last Name: Carly A Gillihan

4. Driver's License Number or State ID: G 450 108 066 293

Home Address (No., Street, P.O. Box or Rural Route): 7576 Whispering Brook Dr, Apt B15

City or Town: Portage | State: MI | ZIP Code: 49024

▶ 5. Are you a new employee?
- [x] Yes — If Yes, enter date of hire . . . . 01/04/2016
- [ ] No

6. Enter the number of personal and dependent exemptions you are claiming ..... ▶ 6. 0

7. Additional amount you want deducted from each pay (if employer agrees) ..... 7. $ 0 .00

8. I claim exemption from withholding because (does not apply to nonresident members of flow-through entities - see instructions):
   - a. [ ] A Michigan income tax liability is not expected this year.
   - b. [ ] Wages are exempt from withholding. Explain: _____
   - c. [ ] Permanent home (domicile) is located in the following Renaissance Zone: _____

**EMPLOYEE:**
If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records.

**INSTRUCTIONS TO EMPLOYER:**
Employers must report all new hires to the State of Michigan. Keep a copy of this certificate with your records. If the employee claims 10 or more personal and dependent exemptions or claims a status exempting the employee from withholding, you must file their original MI-W4 form with the Michigan Department of Treasury. Mail to: New Hire Operations Center, P.O. Box 85010; Lansing, MI 48908-5010.

*Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I anticipate that I will not incur a Michigan income tax liability for this year.*

9. Employee's Signature: Carly Gillihan (Carly Gillihan (Dec 16, 2015))

▶ Date: Dec 16, 2015

Employer: Complete lines 10 and 11 before sending to the Michigan Department of Treasury.

10. Employer's Name, Address, Phone No. and Name of Contact Person

▶ 11. Federal Employer Identification Number

## INSTRUCTIONS TO EMPLOYEE

You must submit a Michigan withholding exemption certificate (form MI-W4) to your employer on or before the date that employment begins. If you fail or refuse to submit this certificate, your employer must withhold tax from your compensation without allowance for any exemptions. Your employer is required to notify the Michigan Department of Treasury if you have claimed 10 or more personal and dependent exemptions or claimed a status which exempts you from withholding.

You MUST file a new MI-W4 within 10 days if your residency status changes or if your exemptions decrease because: a) your spouse, for whom you have been claiming an exemption, is divorced or legally separated from you or claims his/her own exemption(s) on a separate certificate, or b) a dependent must be dropped for federal purposes.

**Line 5:** If you check "Yes," enter your date of hire (mo/day/year).

**Line 6:** Personal and dependent exemptions. The total number of exemptions you claim on the MI-W4 may not exceed the number of exemptions you are entitled to claim when you file your Michigan individual income tax return.

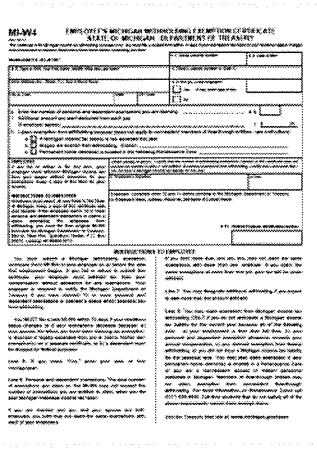
If you are married and you and your spouse are both employed, you both may not claim the same exemptions with each of your employers.

If you hold more than one job, you may not claim the same exemptions with more than one employer. If you claim the same exemptions at more than one job, your tax will be under withheld.

**Line 7:** You may designate additional withholding if you expect to owe more than the amount withheld.

**Line 8:** You may claim exemption from Michigan income tax withholding ONLY if you do not anticipate a Michigan income tax liability for the current year because all of the following exist: a) your employment is less than full time, b) your personal and dependent exemption allowance exceeds your annual compensation, c) you claimed exemption from federal withholding, d) you did not incur a Michigan income tax liability for the previous year. You may also claim exemption if your permanent home (domicile) is located in a Renaissance Zone or you are a non-resident spouse of military personnel stationed in Michigan. Members of flow-through entities may not claim exemption from nonresident flow-through withholding. For more information on Renaissance Zones call (517) 636-4486. Full-time students that do not satisfy all of the above requirements cannot claim exempt status.

Visit the Treasury Web site at: **www.michigan.gov/taxes**



# Michigan State Tax form

Adobe Document Cloud Document History

December 16, 2015

| | |
|---|---|
| Created: | December 16, 2015 |
| By: | Caitlin Scholl (Caitlin@corpmgmtgroup.com) |
| Status: | SIGNED |
| Transaction ID: | CBJCHBCAABAAuTtlt-ETLqNA_7BXGAL9w6214g9TxadK |

## "Michigan State Tax form" History

Document created by Caitlin Scholl (Caitlin@corpmgmtgroup.com)
December 16, 2015 - 11:03:53 AM MST - IP address: 96.93.208.70

Document emailed to Carly Gillihan (carlygillihan@gmail.com) for signature
December 16, 2015 - 11:03:55 AM MST

Document viewed by Carly Gillihan (carlygillihan@gmail.com)
December 16, 2015 - 11:06:54 AM MST - IP address: 66.249.88.100

Document e-signed by Carly Gillihan (carlygillihan@gmail.com)
Signature Date: December 16, 2015 - 1:36:04 PM MST - Time Source: server - IP address: 97.83.21.160

Signed document emailed to Carly Gillihan (carlygillihan@gmail.com) and Caitlin Scholl (Caitlin@corpmgmtgroup.com)
December 16, 2015 - 1:36:04 PM MST

E-Verify
Employment Eligibility Verification

SENSITIVE BUT UNCLASSIFIED

# Case Verification Number: 2015352103555XB

Report Prepared: 12/18/2015

## Company Information

Company ID: 47429

Company Name: Employer Solutions Staffing Group

## Employee Information

Last Name: Gillihan

First Name: Carly

Date of Birth: 04/15/1992

Social Security Number: *** ** 6442

Hire Date: 12/16/2015

Citizenship Status: A citizen of the United States

## Document Information

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: Michigan

Driver's License or ID Card Number:

Document Expiration Date: 04/15/2017

## Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/18/2015

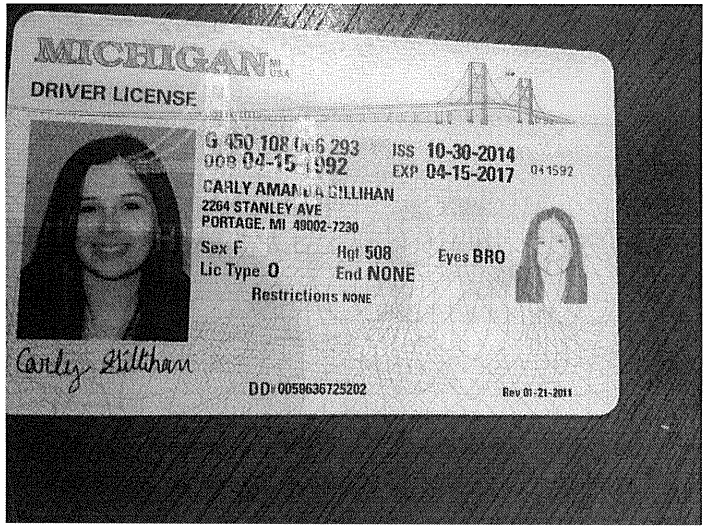
Case Submitted By: AFIN3846

Closed On: 12/18/2015

Closed By: AFIN3846

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED



MICHIGAN

DRIVER LICENSE

G 450 108 006 293 ISS 10-30-2014
DOB 04-15-1992 EXP 04-15-2017 041592

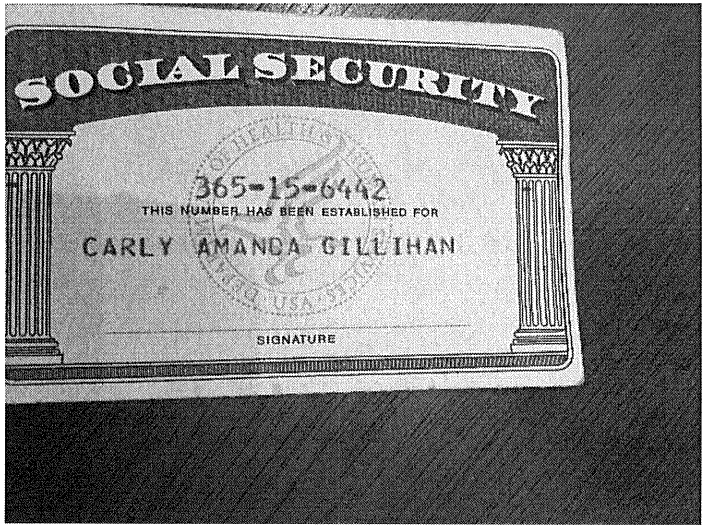
CARLY AMANDA GILLIHAN
2264 STANLEY AVE
PORTAGE, MI 49002-7230

Sex F Hgt 508 Eyes BRO
Lic Type O End NONE
Restrictions NONE

Carly Gilliham

DD# 0059636725202

Rev 01-21-2011


SOCIAL SECURITY
365-15-6442
THIS NUMBER HAS BEEN ESTABLISHED FOR
CARLY AMANDA GILLIHAN
SIGNATURE

# Employment Eligibility Verification

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

**USCIS**
**Form I-9**
OMB No. 1615-0047
Expires 03/31/2016

**▶START HERE. 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-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire 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*) | First Name (*Given Name*) | Middle Initial | Other Names Used (*if any*) |
|---|---|---|---|
| Gillihan | Carly | A | |

| Address (*Street Number and Name*) | Apt. Number | City or Town | State | Zip Code |
|---|---|---|---|---|
| 7576 Whispering Brook Dr | B15 | Portage | Mi | 49024 |

| Date of Birth (*mm/dd/yyyy*) | U.S. Social Security Number | E-mail Address | Telephone Number |
|---|---|---|---|
| 04/15/1992 | 365-15-6442 - | CarlyGillihan@gmail.com | 269-271-0882 |

**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 of the United States

☐ A noncitizen national of the United States *(See instructions)*

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. *(See instructions)*

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

**1.** Alien Registration Number/USCIS Number: _____

**OR**

**2.** Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

**3-D Barcode**
**Do Not Write in This Space**

| Signature of Employee: Carly Gillihan (Dec 16, 2015) | Date (*mm/dd/yyyy*): Dec 16, 2015 |
|---|---|

## 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.**

| Signature of Preparer or Translator: | Date (*mm/dd/yyyy*): |
|---|---|
| | |

| Last Name (*Family Name*) | First Name (*Given Name*) |
|---|---|
| | |

| Address (*Street Number and Name*) | City or Town | State | Zip Code |
|---|---|---|---|
| | | | |

STOP ***Employer Completes Next Page*** STOP

# LISTS OF ACCEPTABLE DOCUMENTS
## All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish Both Identity and Employment Authorization | OR | LIST B<br>Documents that Establish Identity | AND | LIST C<br>Documents that Establish Employment Authorization |
|---|---|---|---|---|
| 1. U.S. Passport or U.S. Passport Card | | 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 | | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 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 | | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | 3. School ID card with a photograph | | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card | | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br>a. Foreign passport; and<br>b. Form I-94 or Form I-94A that has the following:<br>(1) The same name as the passport; and<br>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | 5. U.S. Military card or draft record | | 5. Native American tribal document |
| | | 6. Military dependent's ID card | | 6. U.S. Citizen ID Card (Form I-197) |
| | | 7. U.S. Coast Guard Merchant Mariner Card | | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | 8. Native American tribal document | | 8. Employment authorization document issued by the Department of Homeland Security |
| | | 9. Driver's license issued by a Canadian government authority | | |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | **For persons under age 18 who are unable to present a document listed above:** | | |
| | | 10. School record or report card | | |
| | | 11. Clinic, doctor, or hospital record | | |
| | | 12. Day-care or nursery school record | | |

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

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**

STOP **Employer Completes This Page** STOP

## 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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)*

**Employee Last Name, First Name and Middle Initial from Section 1:** Gillihan, Carly A.

| List A<br>Identity and Employment Authorization | OR | List B<br>Identity | AND | List C<br>Employment Authorization |
|---|---|---|---|---|
| Document Title: | | Document Title: Michigan Driver License | | Document Title: Social Security Card |
| Issuing Authority: | | Issuing Authority: MI DMV | | Issuing Authority: Dept. of H + H |
| Document Number: | | Document Number: 645010806ele293 | | Document Number: 365-15-6442 |
| Expiration Date *(if any)(mm/dd/yyyy)*: | | Expiration Date *(if any)(mm/dd/yyyy)*: 04/15/2017 | | Expiration Date *(if any)(mm/dd/yyyy)*: |
| Document Title: | | | | |
| Issuing Authority: | | | | |
| Document Number: | | | | |
| Expiration Date *(if any)(mm/dd/yyyy)*: | | | | |
| Document Title: | | | | |
| Issuing Authority: | | | | |
| Document Number: | | | | |
| Expiration Date *(if any)(mm/dd/yyyy)*: | | | | |

**3-D Barcode**
**Do Not Write in This Space**

### 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)*:** 12/16/2015 **(*See instructions for exemptions.*)**

| Signature of Employer or Authorized Representative | Date *(mm/dd/yyyy)* | Title of Employer or Authorized Representative |
|---|---|---|
| Andrea Findley | 12/18/2015 | Admin. Assistant |

| Last Name *(Family Name)* | First Name *(Given Name)* | Employer's Business or Organization Name |
|---|---|---|
| Findley | Andrea | EMPLOYER SOLUTIONS STAFFING GROUP LLC |

| Employer's Business or Organization Address *(Street Number and Name)* | City or Town | State | Zip Code |
|---|---|---|---|
| 7301 OHMS LANE SUITE 405 | EDINA | MN | 55439 |

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

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

**C.** If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current 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: | Date *(mm/dd/yyyy)*: | Print Name of Employer or Authorized Representative: |
|---|---|---|
| | | |

## DISCLOSURE AND AUTHORIZATION [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer Solutions Staffing Group LLC (ESSG) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" that may include information about your character, general reputation, personal characteristics, and/or mode of living, and that can involve personal interviews with sources, such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. Fax: 800-886-0774 or 952-941-9041. ORANGE TREE EMPLOYMENT SCREENING's website is at www.orangetreescreening.com, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing ESSG to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

| |
|---|
| **New York and Maine applicants or employees only**: You have the right to inspect and receive a copy of any investigative consumer report requested by ESSG by contacting the consumer reporting agency identified above directly. You may also contact ESSG to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which ESSG shall provide within 5 days. |
| **New York applicants or employees only:** Upon request, you will be informed whether or not a consumer report was requested by ESSG, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law. |
| **Oregon applicants or employees only:** Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that ESSG has not maintained secured records is available to you upon request. |
| **Washington State applicants or employees only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act. |

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by ESSG at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, company, or insurance company to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. ORANGE TREE EMPLOYMENT SCREENING's website is at: www.orangetreescreening.com, another outside organization acting on behalf of the company, and/or the company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants or employees only:** By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by ESSG.

☐ (Must include email address: carlygillihan@gmail.com)

Signature: Carly Gillihan (Dec 16, 2015) Date: Dec 16, 2015

**BACKGROUND INFORMATION**

Last Name: Gillihan First: Carly Middle: Amanda

Other Names/Alias: _____

Social Security #*: 365156442 Date of Birth (mm/dd/yyyy)*: 04/15/1992

Driver's License #: G 450 108 066 293 State of Driver's License: Michigan

Present Address: 7576 Whispering Brook Dr, Apt B15 Telephone # (Primary): 269-271-0882

City/State/Zip: Portage, MI 49024

**This information will be used for background screening purposes only and will not be used as hiring criteria.*

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
    - a person has taken adverse action against you because of information in your credit report;
    - you are the victim of identity theft and place a fraud alert in your file;
    - your file contains inaccurate information as a result of fraud;
    - you are on public assistance;
    - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See: www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore *Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

# EMERGENCY CONTACT INFORMATION

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

Employee Name: Carly Gillihan

Address: 7576 Whispering Brook Dr, Apt B15, Portage, MI 49024

Home Phone: 269-271-0882

| EMERGENCY CONTACTS<br>Please list two people (in priority order) who could be contacted in case of an emergency | |
|---|---|
| **Contact #1**<br>Name: John Westerhouse<br>Relationship: Boyfriend | Home Phone:<br>Cell Phone: 269-720-1804<br>Work Phone: |
| **Contact #2**<br>Name: Michelle Persails<br>Relationship: Mother | Home Phone:<br>Cell Phone: 269-532-2700<br>Work Phone: |

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

_____

_____

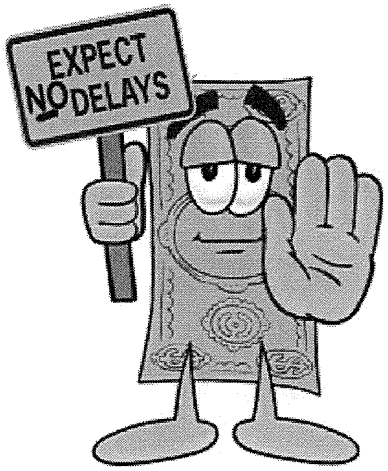
_____

_____

_____

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

# RECEIVE YOUR PAY WITHOUT DELAY




In order for you to continue to receive your pay each week without delay we are encouraging all employees to use direct deposit or Global Cash Card. **It is becoming more and more difficult for employees to cash checks without fees or delay due to increased security at all banks. Also, if your check is lost or stolen you will have to wait 3 days for another check.**

**GLOBAL CASH CARD**

If you don't have a bank account, computer access or don't want to use direct deposit you can use **Global Cash Card** which works like a Visa.

- There are **NO FEES** for the card for your first transaction as a cash withdrawal at an ATM or if you use it like a credit card (not debit) to make individual signature purchases.
- **If you don't have access to a computer you can receive TEXT notifications for your pay check amount on pay day as well as what the current balance is. You can also receive low balance notifications set to the dollar amount that you determine on the attached form.**
- You may call Customer Service 24 hours a day, 7 days a week, 365 days a year at 888-220-4477 for balance inquiries or other questions. (Para Español, apriete dos)
- You can pay bills with the GCC (by phone/internet/in person). You can also set up your online account to make automatic payments.

Please complete the attached form and turn it in to your manager as soon as possible indicating whether you would like direct deposit or Global Cash Card. Please make sure you include an email address.

**Fill Out This Form!**

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# Direct Deposit/Payroll Debit Card Authorization

Employees have the option of receiving wages by Direct Deposit and/or Payroll Debit Card.
If you do not provide a written election, wages will be paid by Payroll Debit Card.

## SECTION 1 BASIC INFORMATION

| Employee Name | SSN# (last 4 digits) | Effective Date |
|---|---|---|
| Carly Gillihan | 6442 | Dec 16, 2015 |

## SECTION 2 PAYROLL ELECTION

☑ **Direct Deposit** (Please complete Sections 3 and 5 below)

☐ **Payroll Debit Card** (Please complete Sections 4 and 5 below)

## SECTION 3 DIRECT DEPOSIT

ACCOUNT

☑ Update Bank Account

Bank Name: ECCU

Routing# 272481871

Account# 710730820648

Account Type: ☐ Checking ☑ Savings ☐ Other _____

**I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs incurred if the account number that I provide is incorrect.**

Initial CG Date Dec 16, 2015

- To help us avoid making an error, please attach a copy of a voided check. **(a deposit slip will not work)**
- If you change banks, do not close your old bank account until your direct deposit has started at the new bank, which may take 2 pay periods.

## SECTION 4 PAYROLL DEBIT CARD (GLOBAL CASH CARD)

Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. In order to request a Payroll Debit Card for you, we must provide all of the following information that will enable the financial institution to identify you. If you do not submit a Direct Deposit/Payroll Debit Card Authorization, ESSG will provide the necessary information and issue you a Payroll Debit Card to pay your wages. For your protection, the financial institution may ask you to provide them additional identification information so they can verify your identity.

Except for the routing and account number, ESSG does not have access to any information regarding your Payroll Debit Card account or transactions. On your first payday, you will receive your new Payroll Debit Card, and a packet containing all of the terms and conditions. You will then sign acknowledging that you received the Payroll Debit Card and packet. Your Payroll Debit Card will be reloaded on each payday you receive wages.

CARDHOLDER INFORMATION (as you want your Payroll Debit Card to be issued)

| First Name | M.I. | Last Name | Date of Birth |
|---|---|---|---|
| | | | |

| Street Address (PO BOX NOT ACCEPTABLE) | Social Security# |
|---|---|
| | |

| City | State | Zip | Cell Phone (mobile) |
|---|---|---|---|
| | | | |

RECEIPT OF PAYROLL DEBIT CARD (to be completed when you pick up your Payroll Debit Card)

| Payroll Debit Card Routing # | Payroll Debit Card Account # |
|---|---|
| 073972181 | |

I have received my Payroll Debit Card, welcome brochure, program fees, program terms, conditions, and disclosures. By activating my Payroll Debit Card, I am agreeing to the program terms, conditions, and disclosures that are included or made available to me from time to time from the financial institution. I authorize the financial institution to debit my Payroll Debit Card account for the fees described in the fee schedule that is part of the program terms, conditions, and disclosures.

Employee's Signature: _____ Date: Dec 16, 2015

## SECTION 5 AUTHORIZATION

I authorize ESSG to directly deposit my periodic wages/compensation payments, net of required tax withholdings, other required withholdings or authorized deductions, into my account(s) as designated above and to initiate, if necessary, debit entries and adjustmentsfor any credit entries made in error to my account(s). *** E-mail is required for pay stub information.**

***E-mail:** carlygillihan@gmail.com @

this information will only be used to send your paystubs electronically

Carly Gillihan
Carly Gillihan (Dec 16, 2015)

Employee's Signature: _____ Date: Dec 16, 2015

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## STATEMENT OF CONFIDENTIALITY

This agreement made this 16 day of December, 2015, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and Carly Gillihan 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.

Carly Gillihan

Carly Gillihan (Dec 16, 2015)

Employee Signature

Employer Solutions Staffing Group LLC, Representative

Form **8850**
(Rev. January 2012)
Department of the Treasury
Internal Revenue Service

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

▶ See separate instructions.

OMB No. 1545-1500

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

Your name Carly Gillihan Social security number ▶ 365-15-6442

Street address where you live 7576 Whispering Brook Dr, Apt B15

City or town, state, and ZIP code Portage, MI 49024

County Kalamazoo Telephone number 269-271-0882

If you are under age 40, enter your date of birth (month, day, year) 04/15/1992

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.

**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** ▶ Carly Gillihan Carly Gillihan (Dec 16, 2015) **Date** Dec 16, 2015

**For Privacy Act and Paperwork Reduction Act Notice, see page 2.**

Form A (rev. 08/12)

# TAX CREDIT QUESTIONNAIRE

RETROTAX®
Specialists in Tax Credit Administration

**EMPLOYER SECTION:**

| ESG FEIN#: | ESG Client Name & State: | |
|---|---|---|
| Hiring Manager: | Position: | Starting Wage: $ |

**EMPLOYEE SECTION:**

| Employee Name: | Street Address: | City/State: | Zip: |
|---|---|---|---|
| Carly Gillihan | 7576 Whispering Brook Dr, Apt B15 | Portage, MI | 49024 |

| SS#: | Date of Birth: | Age: | Have you worked for this company before? | If yes, location: |
|---|---|---|---|---|
| 365-15-6442 | 04/15/1992 | 23 | ☐ Yes ☑ No | |

**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.) ☐ ☑
   Name of the person receiving benefits: _____ Relationship to you: _____
   City: _____ County: _____ State: _____

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.) ☐ ☑
   Name of the person receiving benefits: _____ Relationship to you: _____
   City: _____ County: _____ State: _____

3. **Have you received Supplemental Security Income (SSI) at any time within the past 3 months?** ☐ ☑
   Please note, this is not the same as Social Security benefits (SS) or Social Security Disability (SSDI) benefits.
   **If you checked yes please provide a copy of your SSI documentation.*

4. **Have you received any type of vocational rehabilitation services within the past two years?** ☐ ☑
   If yes, please indicate which type of agency you worked with and provide their location information below:
   ☐ Vocational Rehabilitation Agency ☐ Dept. of Veterans Affairs ☐ Employment Network (Ticket to Work Program)
   Name of Agency: _____ Phone #: _____
   City: _____ County: _____ State: _____
   **If you checked yes please provide a copy of your active Individual Work Plan and Ticket to Work documentation.*

5. **Are you a Veteran of the U.S. Military?** **If yes, please provide a copy of your DD-214 and letter of separation.* ☐ ☑
   (If yes, please provide information below. If no, please continue to question #6.)
   Dates of Service - From: ____/____/____ To: ____/____/____
   Branch of Service: _____
   **Are you entitled to or are you receiving compensation for a service-connected disability?** ☐ ☑
   **Have you been unemployed at any time during the last 12 months?** ☑ ☐
   If yes, dates of unemployment - From: 09 / 01 / 2015 To: 12 / 01 / 2015
   **Did you receive unemployment compensation at any point during your unemployment?** ☐ ☑

6. **Have you been convicted of a felony or released from prison for a felony conviction in the past 12 months?** ☐ ☑
   Conviction Date: ____/____/____ Release Date: ____/____/____
   Was this a ☐ Federal or ☐ State conviction? If State - County: _____ State: _____

**Additional Tax Credits**

**IEC (Native American):** Are you or your spouse a member of a Native American Tribe? ☐ ☑
**If you checked yes please provide a copy of your CDIB card.*

**CA Residents:** ☐ Are you the child of foster parents? ☐ Do you receive CalWorks? ☐ Workforce Investment Act?
☐ Are you a migrant or seasonal farm worker? ☐ Have you ever been convicted of a misdemeanor?

**SC Residents:** ☐ 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:** Carly Gillihan (Dec 16, 2015) **Date:** Dec 16, 2015

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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:** Carly Gillihan
Carly Gillihan (Dec 16, 2015)

**Printed Name:** Carly Gillihan

employer solutions staffing group LLC
Leveraging Resources in a Changing Market

# 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 policy 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): Carly Gillihan

Signature/Firma: Carly Gillihan
Carly Gillihan (Dec 16, 2015)

## Employee Keeps This Form

# Healthcare Notice of Exchange

As your employer, we are required to provide you with the following information under Section 1512 of the Affordable Care Act:

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.1

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

*****The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area*****

**If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information:**

| Employer Name:<br>Employer Solutions Staffing Group, LLC | | | | Employer FEIN:<br>20-8084369 | |
|---|---|---|---|---|---|
| Employer Address:<br>7301 Ohms Lane Suite 405 Edina, MN 55439 | | | | Phone Number for Health Benefits Team:<br>952-767-9519 | |
| | | | | | |
| **Insurance Plans Available:** | **Who is Eligible?** | **Meets Minimum Value Standard?** | **Meets Minimum Essential Coverage?** | **When is it effective?** | **Will I be penalized if I only have this plan?** |
| **Fixed Indemnity Plan** | Everyone | No | No | Available immediately – offered upon hire | Yes |
| **MEC Plan** | Everyone | No | Yes | Available immediately – offered upon hire | No |
| **Major Medical Plan** | Full time employees after 120 hours are met in 30 days | Yes | Yes | Within 60 days of being determined eligible | No |

**For more information about ESSG's Insurance options, contact:**

The Health Benefits Team

Employer Solutions Staffing Group

952-767-9519 | health@employersolutionsgroup.com

# Employee Keeps This Form

## NOTICE: ESSG Electronic Pay Stubs

## ATTENTION

**ESSG provides employees with electronic pay stubs. You are able to view your pay stub by using either of the following methods:**

1. You can view your check stub by logging into the employee portal at **www.MyPayESG.com**

   Your username is the **first four letters of your last name followed by the last four numbers of your SSN**.
   The log-in is case sensitive, so be sure that you capitalize the first letter of your last name.

   *For example: John Woods SSN: 111-22-3333 would have a username of Wood3333*

   Your password will initially be **Temp1234**, and you will be directed to change it when you first log in. Be sure to write down and keep your log-in information in a secure location. For support please email MyPayESG@MyPayESG.com

2. You can also receive your check stub **by email** by providing us with your email address on **page 1** of this packet.
   ** Your check stub will come from payroll@MyPayESG.com, be sure to check spam folder.

# Empleado Toma Copiar

## ATENCIÓN

**ESSG proporciona a los empleados con los talones de pago electrónicos. Usted puede examinar su talon de pago utilizando cualquiera de los métodos siguientes:**

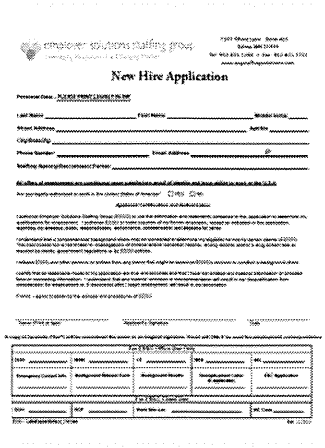
1. Usted puede ver su talón de cheque por la tala en el portal electrónico del empleados en **www.MyPayESG.com**

   Su nombre de usuario son las cuatro primeras letras de su apellido seguido por los cuatro últimos dígitos de su número de seguro social.
   El portal es caso delicado, asegúrese de que la primera letra de su apellido sea mayúscula.

   *Por ejemplo: Juan Garcia SSN: 111-22-3333 tendría un nombre de usuario de Garc3333*

   Su contraseña inicialmente será **Temp1234**, y usted será dirigido a cambiarla la primera vez que inicie sesión. Asegúrese de anotar y guardar su información de registro en un lugar seguro. para apoyar email: MyPayESG@MyPayESG.com

2. También puede recibir su talón de cheque por correo electrónico , al proveir su correo electronico en la **pagina 1** de este paquete
   ** Su talón de cheque vienen de payroll@MyPayESG.com, asegúrate de revisar la carpeta de spam




# ESG New Hire Packet: General

Adobe Document Cloud Document History

December 16, 2015

| | |
|---|---|
| Created: | December 16, 2015 |
| By: | Caitlin Scholl (Caitlin@corpmgmtgroup.com) |
| Status: | SIGNED |
| Transaction ID: | CBJCHBCAABAAcvTqiI-CkvM7fzX-ENBypPhCKOCe8nnn |

## "ESG New Hire Packet: General" History

Document created by Caitlin Scholl (Caitlin@corpmgmtgroup.com)
December 16, 2015 - 10:59:48 AM MST - IP address: 96.93.208.70

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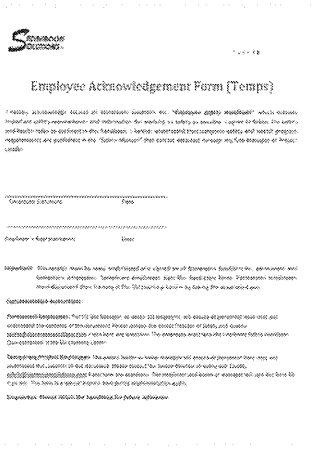
Document e-signed by Carly Gillihan (carlygillihan@gmail.com)
Signature Date: December 16, 2015 - 1:17:48 PM MST - Time Source: server - IP address: 97.83.21.160

Signed document emailed to Caitlin Scholl (Caitlin@corpmgmtgroup.com) and Carly Gillihan (carlygillihan@gmail.com)
December 16, 2015 - 1:17:48 PM MST


Employee Acknowledgement Form (Temps)

# Employee Handbook Acknowledgment Form

Adobe Document Cloud Document History

December 16, 2015

| | |
|---|---|
| Created: | December 16, 2015 |
| By: | Caitlin Scholl (Caitlin@corpmgmtgroup.com) |
| Status: | SIGNED |
| Transaction ID: | CBJCHBCAABAAo4O1OclxHZ0Ns99lkBCfRTORm45uQ7sV |

## "Employee Handbook Acknowledgment Form" History

Document created by Caitlin Scholl (Caitlin@corpmgmtgroup.com)
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December 16, 2015 - 12:50:51 PM MST

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December 16, 2015 - 12:53:38 PM MST - IP address: 66.249.88.110

Document e-signed by Carly Gillihan (carlygillihan@gmail.com)
Signature Date: December 16, 2015 - 12:57:55 PM MST - Time Source: server - IP address: 97.83.21.160

Signed document emailed to Caitlin Scholl (Caitlin@corpmgmtgroup.com) and Carly Gillihan (carlygillihan@gmail.com)
December 16, 2015 - 12:57:55 PM MST

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Carly Gillihan, or any of its subsidiaries may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" conducted by a consumer reporting agency which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history (State and Federal records), social security verification, address trace, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any report conducted by a consumer reporting agency. Please be advised NationSearch.com, LLC (NationSearch)—11184 Huron St. Suite 13; Northglenn, CO 80234; (800)-827-9550—will be the consumer reporting agency conducting the background investigation. The scope of this notice and authorization is all encompassing, however, allowing the Company to obtain from any outside organization all manners of consumer reporting now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any report conducted by a consumer reporting agency.

**ACKNOWLEDGEMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, credit reporting agency, employer, to provide any and all background information requested by NationSearch.com, LLC—11184 Huron St. Suite 13; Northglenn, CO 80234 (800)-827-9550—another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**Notice to California Applicants: Notice to California Applicants:** Under section 1786.22 of California Civil Code, you have the right to request from NationSearch, upon proper identification, the nature and substance of all information in files pertaining to you, including the sources of information, and recipients of any reports on you, which NationSearch has previously furnished within the two-year period preceding your request. You may view the file maintained on you by contacting NationSearch during normal business hours. You may also obtain a copy of this report(s) upon submitting proper identification. Upon making a written request, you may receive a summary of your report.
**New York applicants or employees only:** You have the right to inspect and receive a copy of any report conducted by a consumer reporting agency and requested by the Company by contacting the consumer reporting agency identified above directly.

**Notice to Maine Applicants:** Under Chapter 210 Section 1314 of Maine revised Statutes, you have the right, upon request, to be informed within 5 business days of such a request to whether or not a consumer report was requested. If such report was obtained, you may contact the consumer reporting agency, NationSearch, and request a copy of the report(s) compiled.
**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

| Last Name: | First Name: | Middle Name: |
|---|---|---|
| Gillihan | Carly | Amanada |
| Other Names Used: | SSN: | Date of Birth: (For Employment Purposes Only) |
| N/A | 365-15-6442 | 04/15/1992 |
| Motor Vehicle Number & State of Issue: (Driver's License Number) | Current Address: | |
| G 450 108 066 293 | 2264 Stanley Ave, Portage, MI 49002 | |

Signature: Carly Gillihan (Dec 16, 2015) Date: Dec 16, 2015

Please initial this box in affirmation that you have been advised of your rights as it pertains to this consumer report, and are aware of the consumer reporting agency conducting the background investigation: CG

# Employee Acknowledgement Form (Temps)

I hereby acknowledge receipt of Storeroom Solutions Inc. "***Employee Safety Handbook***" which outlines important safety requirements and information for working as safety as possible. I agree to follow the safety and health rules as outlined in this handbook. I further understand that complete safety and health program requirements are published in the "*Safety Manual*" that can be obtained through my Site Manager or Project Leader.

Carly Gillihan
Carly Gillihan (Dec 16, 2015)

Dec 16, 2015

Employee Signature | Date

Employer's Representative | Date

***Important***: This receipt must be read, understood and signed by all Storeroom Solutions Inc. permanent and temporary employees. Temporary employees sign this hard-copy form. Permanent employees must document their training in the SSI Learning Center by taking the associated quiz.

***Documentation Instructions***:

**Permanent Employees:** The SSI Site Manager, or senior SSI employee, will ensure all personnel have read and understand the contents of this document. Please contact the Senior Director of Safety and Quality safety@storeroomsolutions.com if you have any questions. The employee must take the Employee Safety Handbook Quiz contained in the SSI Learning Center.

**Temporary/Project Employees:** The project leader or hiring manager will ensure all personnel have read and understand the contents of this document. Please contact the Senior Director of Safety and Quality safety@storeroomsolutions.com if you have any questions. The employee and leader or manager will sign this form file it on site. This form is a special interest item during implementation audits.

**Employees:** ***Please retain the handbook for future reference.***

# Carly Gillihan

7576 Whispering Brook Dr
Apt B15
Portage, MI 49024

269-271-0882

CarlyGillihan@gmail.com

## SKILLS

- Excellent communication and writing skills.
- Flexible, reliable, and dependable hard-worker.
- Able to make decisions and solve problems.
- Professional appearance, attitude, and demeanor.
- Ability to work effectively in a team environment.

## EXPERIENCE

**Optician | Rx Optical**
February 2015-August 2015 269.327.7079

- Supported optometrist with initial patient screening.
- Responsible for meeting sales goals of premium products.
- Performed tasks as needed such as reception and cleaning.
- Educated patients on the importance of regular eye exams and taking care of their eyewear.
- Insertion and removal training of new contact lens wearers.
- Cooperated with manager and optometrist to ensure patient receives the best care and satisfaction of needs and wants.
- Inspected the accuracy of incoming orders to ensure cosmetic and prescription requirements.

**Marketing Assistant | S2 Games**
April 2014-September 2014 269.344.8020

- Participated in or took notes on meetings, conference calls, and presentations.
- Performed administrative tasks and projects as needed.
- Managed social media outlets, including: Twitter, Facebook, Google Plus, and YouTube.
- Provided support in managing events, arranging travel and accommodation.
- Ordered marketing materials.
- Assisted with advertising campaigns.
- Verified functionality, data content, performance, usability, and software compatibility.

**Daycare Teacher/ Office Assistant | Pathfinder Child Care**
April 2006- May 2013 269.327.6762

- Supervised children.
- Communicated with children's parents about behaviors and daily activities.
- Answered telephones and took messages.
- Operated office machines including photocopiers/fax machines.
- Maintained filing, mail, and database systems.
- Collected money and wrote receipts.

## EDUCATION

**Portage Central High School | Graduate 2010**
**Kalamazoo Valley Community College | Graduate 2015**
**Spring Arbor University | Pursuing BS Organizational Management**

269.488.4400