

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri
Office Number: 507-923-4955
Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

Applicant Information

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

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Coverdale Nicole Date: 9-17-18

Address: (Street Address) 440 N Minnesota Ave (Apt. /Unit #) _____

(City) Oxoboxo (State) MN (ZIP Code) 55960

Phone: 715-441-6172 Email: nicole.coverdale12@gmail.com

Social Security No. 472-08-9212 Date Available: 9/20/18

Position Applied for: Administrative Assistant Desired Salary: 13/hr

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

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

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

If under 18, please list age: _____

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

40 hrs
13 hr

| Education | | | | |
|----------------------|--------------------|-------------------------------------|---------------------------|----------------|
| Type of School | Name of School | Location (Complete Mailing Address) | Number of Years Completed | Major & Degree |
| High School | Hudson High School | Hudson WI | 4 | Diploma |
| College | | | | |
| Bus. Or Trade School | | | | |
| Professional School | | | | |

CORPORATE MANAGEMENT GROUP



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SEE RESUME

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: Muel Carillo Date: 9/18/18

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

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

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

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

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

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

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

Signature of applicant Miaak Caballero Date: 9/18/18

- Mon - Fri
all day available
for your return

- no books showing
text messed up

Nicole Coverdale

440 North Minnesota Ave, Oronoco MN 55960 | 715-441-6172 | Nicole.coverdale12@gmail.com

Summary

A very dependable individual, who enjoys a fast paced atmosphere. Who's worked in customer service her whole life, and learns very quickly.

Skills and abilities

- Customer service and hospitality
 - Assists customers in ordering their meals.
 - Stops at tables and asks customers how their meal is.
 - Helps open doors and take trays from guests.
 - Wipes down tables for guests.
 - Helps carry drinks, trays, and opens doors for customers.
- Computers
 - Types about 70 words per minute
 - Knows how to use Microsoft products such as word, power point, and excel.
 - Comfortable with all windows systems such as Windows 8 and 10
- Clerical skills
 - Organizes folders and papers for management
 - Organizes schedules for training new hires
 - Answers phone professionally, and in a reasonable time and manner
- Other skills
 - Very polite and friendly
 - Fast reader and learner
 - Very dependable. Always on time and willing to come in when needed.
 - Good multi-tasker and manages stress well.
 - Communicates well
- Sales

- Knows how to relate to the customer to get a productive sale
- Sells coverage, gas options, and different vehicle options from her time at Hertz
- Has regularly matched her sales numbers for almost two years, since stating with Hertz.

Prior Work Experience

Culvers, Hudson WI 715-386-3700

2003-2006 Crew Member

Learned the basics of the restaurant. Working the cash register. Making shakes, malts, sundaes. Cleaning the dining room. Delivering orders. Working the drive thru and sending orders out to their desired location. Drive thru, dine in, patio, or to go. Also taking care of the guests and making sure they were happy.

2006-2010 Crew Trainer

Trained new hires within the restaurant in the area of shakes, register, dining, delivering orders, drive thru and set. Also started to help with customer complaints.

2012-2014 Shift Leader

Returned to Hudson as a shift leader. Helped run breaks. Assign cleaning tasks. Dealt with remaking orders. Refunding items for customers. Taking care of phone calls from customers whose orders were wrong. Did what was necessary to make the shift and crew run smoothly. As well as getting new hires trained in.

2014-2015 Front of house manager

Took care of the front of the restaurant. Ran breaks. Took care of phone calls. Trained in new employees. Scheduled training. Got new hires set up on videos for the position they were going to learn. Skimmed cash registers and stocked change. Also closed and opened the restaurant.

Culvers, Green Bay WI Voyager Drive 920-593-8787

2010-2012 Crew Member

Moved to Green Bay, WI and started over at a new Culvers. Being retrained in the areas of register, shakes, dining, set and drive thru to the way that they worked in their restaurant.

2010-2012 Food Prep

Learned to get food for the restaurant ready for the day. Getting the soups ready. Preparing chicken and tuna salad. Cutting tomatoes,

-left Culvers to move back to Rock to be w/BF

cucumbers, and lettuce for salads. Also prepped meats for sandwiches, such as corn beef and prime rib. Also panned chicken for the chicken dinners.

2010-2012 **Shift leader**

Helped manage breaks. Took care of customer complaints. Handled refunds. Mostly was on set, packaging orders in bags or trays. Helped get employees trained. Did whatever was necessary to make sure the shift was successful and all employees, as well as guests were happy.

Sam's Club, Rochester MN 507-281-8355

August 2015-May 2016

Cashier

Worked as a cashier at Sam's club in Rochester MN. Learned how to work the cashier. How to work with customers and be pleasant. Handled money, checks, etc. Also offered upgrades and offered our credit card.

↳ wasn't for her

Hertz Rent-a-car, Rochester MN 507-288-2244

January 2016- August 2018

Service Sales Agent

Currently works at Hertz-Rent-A-Car in Rochester, MN at the airport. Regularly answers the phone, makes reservations, answers questions regarding rentals, runs the front counter. Works with a computer regularly with a windows operating system. Also cleans cars, rents cars out to customers, while selling coverage, gas options, and upgrading customers from one vehicle to another. Opens and closes the branch on a daily basis, and gives refunds when necessary. Also organizes the office, files paperwork, and makes sure everything is in an orderly fashion at the branch.

- not working due to Hertz letting her go due to not following company policy. manually entered cc. Investigation.

