



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 López First Name Luis Middle Initial R
Street Address 1192 W 84th Pl Apt/Ste _____
City/State/Zip Federal Heights, Co 80260
Phone Number 303 963 5724 Email Address luis.10.11.91@gmail.com
Company/Employer _____

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

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

Applicant Certification and Authorization

I authorize Employer Solutions Staffing Group (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.

Luis López
Name (Print or type)

Luis López
Applicant's Signature

4/2/14
Date

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

For ESSG Office Use Only

DOH _____	NHW _____	I-9 _____	8850 _____	W4 _____
Emergency Contact Info _____	Background Release Form _____	Background Results _____	Unemployment Letter (If applicable) _____	ESC Application _____

For ESSG Client Use

DOH _____	ROP _____	Work Site Loc. _____	WC Code _____
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Form W-4 (2013)

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 2013 expires February 17, 2014. 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 \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

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 2013. 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	<u>1</u>							
B	Enter "1" if: <table border="0"><tr><td>• You are single and have only one job; or</td><td rowspan="3">}</td><td rowspan="3">.</td><td rowspan="3">B</td><td rowspan="3"><u> </u></td></tr><tr><td>• You are married, have only one job, and your spouse does not work; or</td></tr><tr><td>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</td></tr></table>	• You are single and have only one job; or	}		B	<u> </u>	• 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.		
• You are single and have only one job; or	}						B	<u> </u>		
• 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.										
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>							
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>							
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>							
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u> </u>							
G	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 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child	G	<u> </u>							
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u>1</u>							
For accuracy, complete all worksheets that apply. <table border="0"><tr><td>• 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.</td></tr><tr><td>• 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 \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.</td></tr><tr><td>• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.</td></tr></table>				• 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 \$40,000 (\$10,000 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.				
• 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 \$40,000 (\$10,000 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		OMB No. 1545-0074 2013	
▶ 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.					
1 Your first name and middle initial <u>Luis R</u>		Last name <u>Lopez Ramos</u>		2 Your social security number <u>523877432</u>	
Home address (number and street or rural route) <u>1192 W 84th Pl</u>				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 <u>Federal Heights, Co 80260</u>				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	<u>1</u>
6 Additional amount, if any, you want withheld from each paycheck				6	\$ <u> </u>
7 I claim exemption from withholding for 2013, 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	<u> </u>
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.) ▶ <u>Luis Lopez</u>				Date ▶ <u>4/2/14</u>	
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)	



Revision Date: 09/06/12

Expiration Date: 10/01/14

Affirmation of Legal Work Status

Pursuant to § 8-2-122, Colorado Revised Statutes

Employee Name: López Luis R 10/11/1991
Last First Middle Date of Birth

Social Security Number: 523-87-7432 Date of Hire: _____ (MM/DD/YYYY)

In accordance with § 8-2-122, C.R.S., within 20 days after hiring the new employee listed above,

I affirm all four of the following by signing this form:

1. I have examined the legal work status of the above named employee.
2. I have retained file copies of the documents required by 8 U.S.C. sec. 1324a.
3. I have not altered or falsified the employee's identification documents.
4. I have not knowingly hired an unauthorized alien.

Print Name of Employer (or Designated Representative) Official Title

Signature of Employer (or Designated Representative) Date Signed by Employer (MM/DD/YYYY)

Business or Organization Name Employer Phone Number

The provision of false or fraudulent information on this form may subject the employer to a significant fine and/or additional penalties.

This form and the documents required by 8 U.S.C. sec. 1324 (copies or electronic copies) will be retained for the duration of the above named individual's employment.

§ 8-2-122(2), C.R.S.: On and after January 1, 2007, within twenty days after hiring a new employee, each employer in Colorado shall affirm that the employer has examined the legal work status of such newly-hired employee and has retained file copies of the documents required by 8 U.S.C. sec. 1324a; that the employer has not altered or falsified the employee's identification documents; and that the employer has not knowingly hired an unauthorized alien. The employer shall keep a written or electronic copy of the affirmation, and of the documents required by 8 U.S.C. sec. 1324a, for the term of employment of each employee.



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) <u>Lopez Ramos</u>		First Name (Given Name) <u>Luis</u>		Middle Initial <u>R</u>	Other Names Used (if any)	
Address (Street Number and Name) <u>11a2 W 84th Pl</u>		Apt. Number	City or Town <u>Federal Heights</u>		State <u>CO</u>	Zip Code <u>80260</u>
Date of Birth (mm/dd/yyyy) <u>10/11/1991</u>	U.S. Social Security Number <u>523-87-7432</u>		E-mail Address <u>luis.16.11.91@gmail.com</u>			Telephone Number <u>303 963 5724</u>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☒ A citizen 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: _____

3-D Barcode
Do Not Write In This Space

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)

Signature of Employee: <u>Luis Lopez</u>	Date (mm/dd/yyyy): <u>4/21/14</u>
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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



Employer Completes Next Page



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:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title: <u>Driver License</u>		Document Title: <u>SS card</u>
Issuing Authority:		Issuing Authority: <u>CO</u>		Issuing Authority: <u>SS admin</u>
Document Number:		Document Number: <u>08-084-0833</u>		Document Number: <u>523-87-7432</u>
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy): <u>10-11-2017</u>		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): 4.8.14 (See instructions for exemptions.)

Signature of Employer or Authorized Representative <u>[Signature]</u>		Date (mm/dd/yyyy) <u>4.2.14</u>	Title of Employer or Authorized Representative <u>Acct Mgr.</u>	
Last Name (Family Name) <u>Bool</u>		First Name (Given Name) <u>Tina</u>		Employer's Business or Organization Name EMPLOYER SOLUTIONS STAFFING GROUP LLC
Employer's Business or Organization Address (Street Number and Name) 7301 OHMS LANE SUITE 405		City or Town EDINA		State MN
				Zip Code 55439

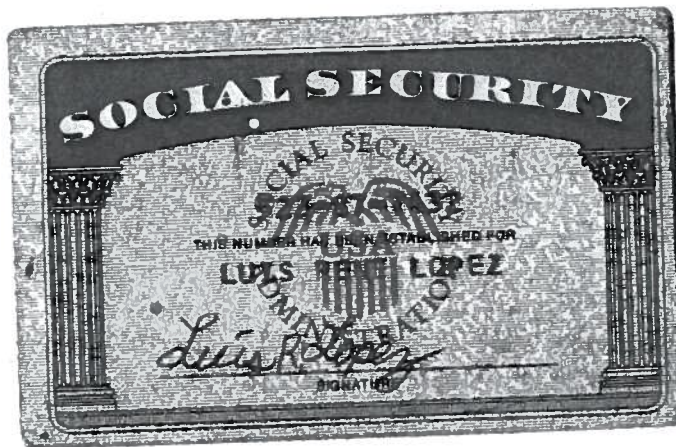
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

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:



To Activate Your New
Global Cash Card

visit us on the web
www.globalcashcard.com/activate

or Call
toll-free 1-(866) 929-8096

Outside of the U.S.
Call (949) 751-0360

Please have your card handy for activation.
Thank you.





PAYCARD ENROLLMENT FORM

**** FAX COMPLETED FORMS TO YOUR PAYROLL CENTER ****

Card Number 5110 -- 2104 -- 2228 -- 4563

Global Cash Card – Account Owner Information (Please Print Legibly)			
First Name: <u>Luis</u>		Middle Initial: 	Last Name: <u>Lopez</u>
Street Address: <u>1192 W 84th Pl</u>		Apartment #:	
City: <u>Federal</u>		State: <u>CO</u>	Zip Code: <u>80260</u>
Home Telephone: ()		Date of Birth (MM/DD/YYYY): / /	
Cell Number (Optional): <u>(303) 963-5724</u>		Email Address (Optional): <u>luis.10.11.91@gmail.com</u>	
Social Security Number: <u>523 - 87 - 7432</u>		Employee ID #:	
Employee Signature <u>Luis Lopez</u>		Date <u>4/2/14</u>	

LOCATION INFORMATION (All fields must be completed by a company representative)	
Location Name:	Location Number:
Form Completed By:	Telephone Number:

ATTACH COPY OF CARD

EMERGENCY CONTACT INFORMATION

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

Employee Name: Luis Lopez

Address: 1192 W 84th Pl Federal Heights, Co 80260

Home Phone: 303 963 5724

EMERGENCY CONTACTS

Please list two people (in priority order) who could be contacted in case of an emergency

Contact #1

Name: Luis Lopez

Relationship: Dad

Home Phone:

Cell Phone: 720 880 8353

Work Phone:

Contact #2

Name: Maricela López

Relationship: Mom

Home Phone: 303 963 5724

Cell Phone:

Work Phone:

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



employer solutions staffing group

Leveraging Resources in a Changing Market

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 <u>Luis Lopez</u>	SSN# (last 4 digits) <u>7432</u>	Effective Date <u>4/2/14</u>
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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

☐ Update Bank Account

Bank Name: _____

Routing# _____

Account# _____

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 _____ Date _____

- 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 <u>Luis</u>	M.I. <u>R</u>	Last Name <u>Lopez Ramos</u>	Date of Birth <u>10/11/1991</u>
Street Address (PO BOX NOT ACCEPTABLE) <u>1192 W 84th Pl</u>			Social Security# <u>523877432</u>
City <u>Federal Heights</u>	State <u>CO</u>	Zip <u>80260</u>	Cell Phone (mobile) <u>303 963 5724</u>

GET TEXT ALERTS, when your paycheck is deposited on your card!

All we need to know your cell phone service provider and mobile number above!

☐ Yes, sign me up, for text alerts
My mobile service provider is: _____

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

Payroll Debit Card Routing # <u>122242597</u>	Payroll Debit Card Account # _____
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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: Luis Lopez

Date: 4/2/14

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 adjustments for any credit entries made in error to my account(s).

* E-mail is required for pay stub information.

*E-mail:

Luis.10.11.91

@ gmail.com

this information will only be used to send your paystubs electronically

Employee's Signature: Luis Lopez

Date: 4/2/14



employer solutions staffing group^{llc}

Leveraging Resources in a Changing Market

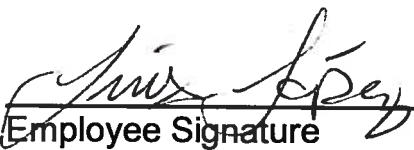
STATEMENT OF CONFIDENTIALITY

This agreement made this 2~~1~~ day of April, 2014, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and Luis Lopez 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.



Employee Signature

Employer Solutions Staffing Group LLC, Representative

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

OMB No. 1545-1500

▶ See separate instructions.

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

Your name Luis Lopez Social security number ▶ 523 87 7432
Street address where you live 1142 W 84th Pl
City or town, state, and ZIP code Federal Heights, Co 80260
County Adams Telephone number 303 963 5724
If you are under age 40, enter your date of birth (month, day, year) 10/11/1991

- 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 ▶



Date

4/2/14

EMPLOYER SECTION:

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

EMPLOYEE SECTION:

Employee Name: <u>Luis Lopez</u>		Street Address: <u>1142 W 84th Pl</u>		City/State: <u>Federal Heights</u>	Zip: <u>80260</u>
SS#: <u>523 -87 -7432</u>	Date of Birth: <u>10 / 11 / 1991</u>	Age: <u>22</u>	Have you worked for this company before? ☐ Yes ☒ No	If yes, location:	

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: <u>9 / 24 / 2012</u> To: <u>5 / 5 / 2013</u> 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: Luis LopezDate: 4/2/14



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Leveraging Resources in a Changing Market

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 limitation's, 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.

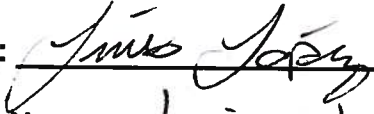
Maintain regular, weekly, communication with your employer if you are unable to return to work. Contact your employer a minimum of after every visit with your primary health care provider. Keep the claims representative advised of your status.

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:



Printed Name:

Luis López



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Important/Importante

LOST OR STOLEN PAYCHECKS

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

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

CHEQUES DE PAGO PERDIDOS O ROBADOS

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

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

AGREED/SE ACUERDA—

Name/Nombre (con letra de molde): Luis López

Signature/Firma: 



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Notification of Colorado Law Requirement –
Unemployment Acknowledgement

According to Colorado Statutes section 8-73-105.3. A temporary employee who is given a notice that the employee is required to contact or notify the employer upon completion of an assignment and to be available to work, as agreed upon at the time of hire, during a specified period of time, on specified dates, or upon call by the employer on an as-needed basis and who does not contact or notify the employer upon completion of an assignment in compliance with the notice and is not available to work at the agreed-upon times is deemed to have voluntarily terminated employment for the purpose of determining benefits pursuant to section 8-73-108 (5) (e). Also, a temporary employee who agrees to work on an as-needed basis and refuses all work within three separate pay periods when contacted by the employer is deemed to have voluntarily terminated employment for reasons that may or may not allow an award of benefits pursuant to section 8-73-108.

It is your responsibility to contact or notify ESSG (For example, by calling 303-920-1425, or using another means of contact) once your assignment ends. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact or notify ESSG once an assignment ends. I also acknowledge that I have received a separate copy of this form. LL (Initial)


Employee Signature:

4/2/14
Date:

Luis López
Employee (please print your name here)

EMPLOYEE INFORMATION
(Must Be Filled Out)**ENROLLMENT FORM - PLAN 2**USE BLACK or BLUE INK ONLY
ESC CU(NAV/SAD) P2 v13.0Social Security Number 523-87-7432Date of Birth 10/11/1991Sex ☒ M ☐ FName Luis LopezStreet Address 1192 W 84th PlCity Federal Heights State CO Zip 80260Home Phone 303-963-5724

Do you or any dependents have Medicare?

☐ Yes ☒ No If Yes:

Medicare Health Insurance Claim Number (HICN) _____

Medicare Effective Date ____/____/____

Names of Covered Person(s)

1. _____

2. _____

3. _____

BENEFIT SELECTION

Weekly Rates

MEDICAL☒ \$20.91 Employee Only☐ \$42.44 Employee + One☐ \$56.67 Employee + Family☐ NO to MEDICAL, TERM LIFE, and STD benefits.**DENTAL**☒ \$ 5.99 Employee Only☐ \$11.98 Employee + One☐ \$19.77 Employee + Family☐ NO**TERM LIFE**☒ YES \$0.60 Employee Only☐ NO \$0.90 Employee + One☐ NO \$1.80 Employee + Family**SHORT-TERM DISABILITY**☐ YES☐ NO \$4.20 Employee Only

Short-Term Disability is not available to persons who work in California, Hawaii, New Jersey, New York, or Rhode Island.

You **MUST** enroll in the Medical Insurance Plan before adding Term Life or STD. Your coverage level for Term Life will be identical to your medical plan selection.**REQUIRED DEPENDENT INFORMATION**

Name _____

Social Security Number _____

Date of Birth ____/____/____ Sex ☐ M ☐ FRelationship: ☐ Spouse ☐ Child ☐ Domestic Partner

Name _____

Social Security Number _____

Date of Birth ____/____/____ Sex ☐ M ☐ FRelationship: ☐ Spouse ☐ Child ☐ Domestic Partner

Name _____

Social Security Number _____

Date of Birth ____/____/____ Sex ☐ M ☐ FRelationship: ☐ Spouse ☐ Child ☐ Domestic Partner**BENEFICIARY INFORMATION**

For Term Life / Accidental Death & Dismemberment, please write in your beneficiary information.

NAME OF BENEFICIARYItzel Guajara**RELATIONSHIP**Girlfriend

Accidental Death & Dismemberment is part of the Term Life Benefit.

I have read the benefit packet and understand its limitations. I understand that open enrollment is only available for a limited time and I understand that making no benefit selection is a declination of coverage.

► Signature Luis LopezDate 04/02/2014

BACKGROUND INFORMATION FORM FOR BACKGROUND CHECK

BackTrack, Inc. is an employment screening company that conducts background checks on prospective employees/employees for our clients as part of their standard hiring procedure. In order to perform this check, we need you to provide the following information. Please be sure to fill out this form completely and legibly.

APPLICANT INFORMATION (please print clearly & accurately)					
Position Applying For:			Expected Salary:		
Last Name <u>Lopez</u>		First Name <u>Luis</u>		Middle Name <u>Pene</u>	
Maiden Name		Any Other Name(s) Used		Phone ()	
Home Address <u>1192 W 84th Pl</u>			E-Mail Address <u>luis.10.11.91@gmail.com</u>		
City <u>Federal Heights</u>		State <u>Co</u>	Zip <u>80260</u>	County <u>Adams</u>	From Mth/Yr <u>7/04</u> To Mth/Yr <u>Present</u>
Social Security Number * <u>523877432</u>		Date of Birth * <u>10/11/1991</u>		Military Branch of Service	
*For background screening purposes only					
Driver's License Number <u>08-084-0833</u>		State License was Issued <u>Colorado</u>			
High School <u>Northglenn</u>		City/State Location <u>Northglenn, Co</u>	Year Graduated <u>N/A</u>	Full Name Diploma Issued Under	
If GED received, in what State <u>Co</u>		City/State Location <u>Denver, Co</u>	Date Received <u>10/08</u>	Name Used for GED <u>Luis Lopez</u>	
College <u>ITT Technical Institute</u>		City/State Location <u>Thornton, Co</u>	Year Graduated <u>N/A</u>		
Degree Rec'd: ☐ Associate ☐ Bachelor ☐ Master ☐ Other _____ Student ID Number: _____ Full Name Used _____					
List Previous Addresses (to cover last 7 years)					
Address <u>Same as Home Address</u>		City/State		Zip	
County		From Mth/Yr		To Mth/Yr	
Address		City/State		Zip	
County		From Mth/Yr		To Mth/Yr	
Are you currently employed? ☐ YES ☒ NO					
May we contact your <u>CURRENT EMPLOYER</u> now? ☐ YES ☐ NO (If marked YES, we WILL contact.) _____ Please Initial					

IMPORTANT: If you are currently employed and do NOT wish for your current employer to be contacted, please check NO on the above box.

NOTE: The absence of any of the above information could result in a delay in processing your background. If necessary, a representative from BackTrack, Inc. will contact you for additional information in order to expedite the background process. Thank you for your assistance.

—FOR CLIENT USE ONLY — DO NOT WRITE BELOW THIS LINE—

CLIENT INFORMATION		SERVICES REQUESTED ☐ RUSH ORDER (\$27 extra charge)	
Name:		PACKAGE:	
Title:		☐ Level I (employment, education, criminal search, credit or SSN search, driving)	
E-Mail Address:		☐ Level II (employment, criminal search, credit or SSN search, driving)	
Company Name:		☐ Level III (employment, education, criminal search)	
Address:		☐ Level IV (employment, criminal search, credit or SSN search)	
City/State/Zip:		☐ Level V (criminal and SSN search)	
If Applicable, Division or Code #:		☐ Level VI (employment, education, criminal search, credit or SSN search)	
Phone Number:		(Above packages check here for 5 year emp. history _____ check here for only 3 year _____)	
Fax Number:		☐ Criminal History (county) ☐ Federal District Search	
		☐ Civil Litigation ☐ Statewide Search (where available)	
		☐ CrimeTrack (Criminal Database and National Sex Offender Search)	
		☐ GlobalTrack (Patriot Act Search)	
		☐ Credit Report	
		☐ Employment History ☐ Education ☐ Driving Record ☐ SSN Search	
		☐ Workers' Comp. ☐ Military ☐ Credential ☐ Bus/Personal Ref.	

DISCLOSURE AND AUTHORIZATION FOR BACKGROUND CHECK

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character and general reputation which can involve interviews with sources such as your friends and/or associates. These reports may contain information regarding your credit history, criminal history from various state and private sources along with other public records available, social search, motor vehicle records ("driving records"), verification of your education or employment history, or workers' compensation claims. 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. Workers compensation will only be requested in compliance with the ADA and/or any other applicable state laws. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. 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 investigative consumer 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 BackTrack, Inc., 8850 Tyler Boulevard, Mentor, OH 44060, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, 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. According to the Fair Credit Reporting Act, you are entitled to know if employment is denied or you otherwise suffer an adverse employment action because of information obtained from your prospective employer/employer from a consumer reporting agency. If so, you will be advised and be given the name of the agency or source of information.

Maine and New York applicants/employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address, and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants/employees only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law. ☐

Oregon applicants/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 the Company has not maintained secured records is available to you upon request.

Washington State applicants/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 NOTICE 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" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. 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, Employer, or insurance company to furnish any and all background information requested by BackTrack, Inc., another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants/employees only: ☐ Please check this box if you would like to receive a copy of your consumer report.

California applicants/employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. ☐

911-028

Signature X Luis Lopez Date 4/27/14
Printed Name Luis Lopez Company Applying To _____

Luis Lopez

1192 W. 84th Pl. Federal Heights, Co luis.10.11.91@gmail.com

Machine Operator

Skills & Knowledge Areas

- Observe machine operations to ensure quality and conformity of filled or package product to standards.
- Adjust machine components and machine tension and pressure according to size or processing angle of product.
- Tend or operate machines that packages product.
- Removed packaged items form machine and separate rejected items.
- Regulate machine flow, speed, or temperature.
- Stop or reset machines when malfunction occur, clean machines jams ,and report malfunctions to supervisors.
- Operate heavy equipment in a safe and effective manner.
- Control and drive a forklift truck in order to move large containers of goods and materials to specific areas within a warehouse.
- Move product to storage areas using the proper equipment.
- Maintain cleanliness in assign areas.
- Document all material transfers.
- Review orders for shipments.
- Mechanically maintain the packaging machines

Education

Ged-Community College of Denver North Campus 2009

ITT Tech- Drafting and designs 2009-2010

Work Experience

Jack and Grill- March to May 2010

- FOLLOW SANITARY GUIDELINES

- PRACTICE KEY CASHIER AND RESPONSIBILITIES
- FOLLOW PROPER GUESTS SERVICES AND TECHNIQUES
- ACCEPT PAYMENTS
- DELIVER PROFESSIONAL,COURTEOUS ,AND EFFICIENT SERVICE TO OUR GUESTS
- BEING KNOWLEDGEABLE OF THE MENU, INGREDIENTS AND HOW EACH ITEM IS PREPARED
- BEING ABLE TO HANDLE COMPLAINTS
- HANDLING CASH AND CREDIT
- DEMONSTRATE HIGH ETHICAL STANDARDS

Rocky Mountain Natural Meats Inc. 2010-2012

- Set up and ran the portioning and packaging machines.
- Ran all the machines in the processing room.
- Perform Floor Supervisor Duties, when he wasn't there.
- Authorized to drive forklift.
- Keep track of packaging film and material records.
- Help maintain the whole plant on weekends.

Arapahoe Roofing & Sheet Metal Inc 2013

- Remove old worn roofs and install new eco-friendly T.P.O roofs.
- Install Lightning Systems as well.

Midwest Drywall Co 2013

- Read out blueprints to recognize lines of construction.
- Build preliminary walls, windows and doorways.
- Build exterior walls with designs given from the blueprint.

Dr. Alan W. Burgess
4900 S Monaco St
Ste 210
Denver, CO 80237
(303)584-8165

To: TINA KROL
CORPORATE MANAGEMENT GROUP
12000 N WASHINGTON ST
STE 290
THORNTON, CO 80109

Medical Review Officer Report

- Confidential -

This is a notification of a controlled substance test result on:

Individual Tested: LUIS LOPEZ
Donor ID: 523-87-7432
Collection Site: HealthONE Occ @ North Suburban
9195 Grant St #100
Thornton, CO 80229
(303) 292 - 0034

Laboratory: Quest Diagnostics/ West Hills

Reason for Test: Pre-Employment
Specimen ID#: 4894385
Date of Collection: 04/02/2014
Lab Accession #: 859879A
Lab Reported Date: 04/03/2014 Time: 1437
MRO: Dr. Alan W. Burgess
MRO Received Date:
MRO Report Date: 04/04/2014 Time: 1602
MRO Date CCF2:
Specimen Type: Urine
Drug Panel: SAP 5-50+MDMA/6AM/T

Substances included in test profile:

<u>Drug</u>	<u>Screen</u>	<u>Confirm</u>
6-monoacetylmorphine	10	10
Cocaine	150	100
MDA-Analogues	500	250
Phencyclidine	25	25

<u>Drug</u>	<u>Screen</u>	<u>Confirm</u>
Amphetamines	500	250
Marijuana	50	15
Opiates	2000	2000

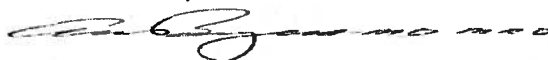
The verified result is: ***** Positive *****

Substances:
Marijuana

Comments:

Confirmed POSITIVE by GC/MS for 9-carboxy-THC (marijuana metabolite).

VERIFIED POSITIVE



Dr. Alan W. Burgess