

managed|Staffing Employment Application

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State, and Local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law, nor will any information obtained in response to any question be used in violation of any such law.

Personal Information

Last Name: <u>Norton</u>		First Name: <u>Shawn</u>		M.I. <u>L</u>	Preferred Name: <u>Shawn</u>
Street Address <u>7720 Lowell Blvd.</u>		City <u>Westminster</u>	State <u>CO</u>	Zip <u>80030</u>	
How long at this address? <u>4 YRS</u>		Social Security #: <u>522-25-9156</u>		Date of Birth: <u>11-08-64</u>	
Home Phone: <u>720-539-5530</u>		Alternate Phone: <u>720-480-3804</u>		Email Address: <u>ShawnandTrina@hotmail.com</u>	
Have you ever been convicted of a Misdemeanor? If Yes, please provide a brief explanation: <input checked="" type="checkbox"/> <u>DUI</u>			Have you ever been convicted of a Felony? If Yes, please provide a brief explanation: <input type="checkbox"/> <u>NO</u>		
Position Applying For: <u>Production</u>		Salary Requested	How were you notified of our openings? <u>internet</u>		

List any Friends or Relatives working for this organization

Name: <u>N/A</u>	Relationship:	Name:	Relationship:
---------------------	---------------	-------	---------------

Education

Institution Attended	Name and Location	Did You Graduate?	Diploma or Degree Type	Course of Study
High School	<u>Ranum/Denver</u>	<u>—</u>	<u>GED</u>	<u>General</u>
Trade / Vocational School	<u>Redlands School of Tech. Redlands CA.</u>	<u>yes</u>	<u>Assoc. Equiv. Degree</u>	<u>Graphic Arts</u>
College / University				

Employment History

Employer	Supervisor	Start Date	End Date	Position / Title:	Reason for Leaving:
<u>See Resume</u>					

Emergency Contact:

Name	Relationship	City, State	Contact #:	Alternate #:
<u>Trina Norton</u>	<u>Wife</u>	<u>Westminster CO.</u>	<u>(220) 480-3804</u>	<u>() - -</u>
			<u>() - -</u>	<u>() - -</u>

Applicant's Certification (Please read carefully before signing)

I certify to the best of my knowledge and beliefs, the answers provided by me on this application are accurate and complete. I understand that misrepresentations or omissions of facts in this application, may lead to my dismissal.

As an employee, I understand and agree that such employment maybe terminated at any time, without prior notice, and that my employment will not be governed by any expressed or implied contract, but is 'at-will'.

X Shawn Norton
Applicant Signature

9-10-12
Date

managed|Staffing

Employee Information Form

First Name: Shawn Middle Initial: L.

Last Name: Norton

Name (Preferred to be called): Shawn

Address: 7720 Lowell Blvd APT # _____

City: Westminster State: CO. Zip: 80030

What County or Parish do you live in? Don't write USA: Adams

Home Phone: (720) 539-5530 Work: () _____

Cell Phone: () _____ Fax Number: () _____

Social Security #: 520-25-9156 Date of Birth: 11-08-64

Work Email Address: _____

Home Email Address: ShawnandTrina@hotmail.com

Disability: Yes No Veteran: Yes No

<input type="checkbox"/> Asian	<input type="checkbox"/> African American	<input checked="" type="checkbox"/> American Indian	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> White	<input type="checkbox"/> Other
--------------------------------	---	---	-----------------------------------	---	--------------------------------

Emergency Contact

Name: Trina Norton

Relationship: Wife

Address: 7720 Lowell Blvd.

City: Westminster State: CO Zip: 80030

Home Phone: (720) 480-3804 Work: () _____

Second Emergency Contact

Name: _____

Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work: () _____

Employee Signature: Shawn Norton Date: 9-10-12

Form W-4 (2011)

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 2011 expires February 16, 2012. 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 \$950 and includes more than \$300 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 may 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. 919, How Do I Adjust My Tax Withholding, 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. 919 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. 919 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. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependant	A	<u>1</u>
B	Enter "1" if: <ul style="list-style-type: none"> • 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	<u>1</u>
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>1</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. <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children 	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.) For accuracy, complete all worksheets that apply. <ul style="list-style-type: none"> • 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 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. 	H	<u>2</u>

Cut 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	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="font-size: small; margin: 0;">▶ 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.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2011</div>
1 Type or print your first name and middle initial. Last name <u>Shawn L Norton</u>		2 Your social security number <u>522-25-4156</u>
Home address (number and street or rural route) <u>7720 Lowell BLVD.</u>		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> 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>Westminster CO. 80030</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. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u>3</u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <u>0</u>
7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • 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>Shawn Norton</u>		Date ▶ <u>9-10-12</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)

managed/Staffing

Direct Deposit Application

First Name: Shawn Middle Initial: L Last Name: Norton

Social Security #: 522-25-9156 Employer: Managed Staffing

Bank Name: Sooper Credit Union

Account Disbursement

I would like my payroll/wages deposited to the bank account indicated below:

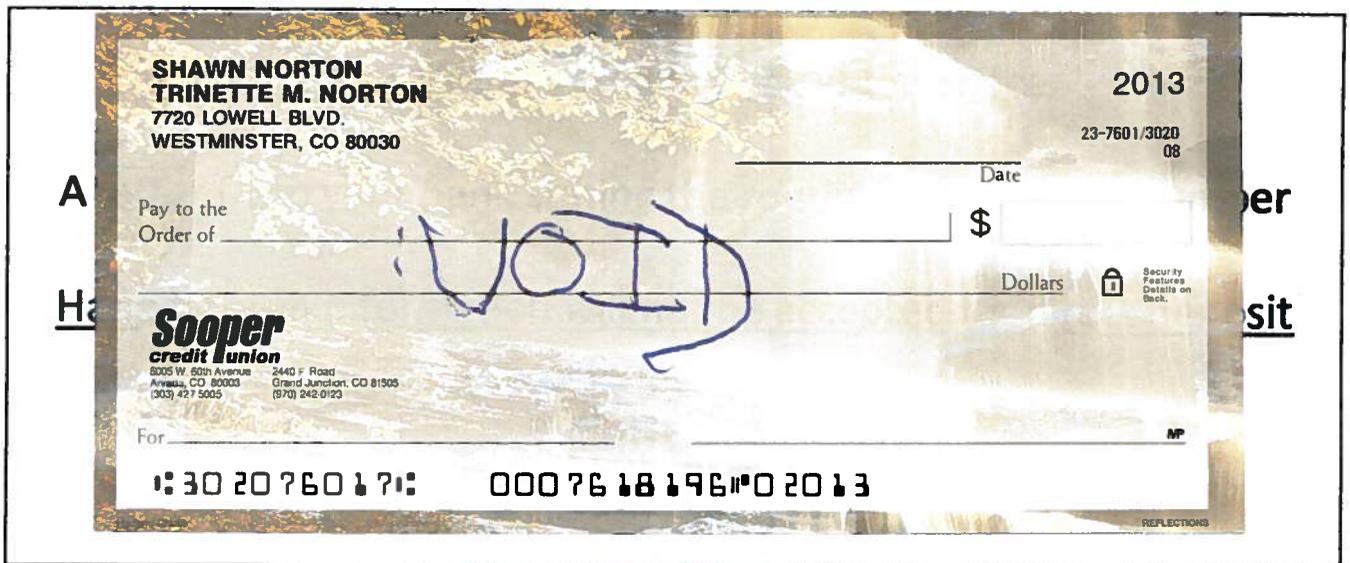
Checking Account - I wish to deposit how much of your Net Pay all

Savings Account - I wish to deposit how much of your Net Pay _____

Pay Card - You must provide a document from the Pay Card Company showing the Routing and Account number

Waive direct deposit. I fully realize that live checks is mailed out by regular US Post office from Dallas TX and can take up to another week before you receive your check.

_____ Enter your initials on line that you understand this procedure.



I hereby authorize Managed Staffing to deposit any amounts owed to me, by initiating credit entries to my account at the financial institution (hereinafter BANK) indicated above. Further, I authorize BANK to accept and credit and credit entries indicated by Managed Staffing to my account. In the event that Managed Staffing deposit funds erroneously into my account, I authorize Managed Staffing to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Managed Staffing and BANK, have received written notice from me of its termination in such time and in such manner as to afford Managed Staffing and BANK a reasonable opportunity to act on it.

Employee Signature: Shawn Norton Date: 9-10-12

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

Form I-9, Employment Eligibility Verification

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 documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last <u>Norton</u>	First <u>Shawn</u>	Middle Initial <u>L.</u>	Maiden Name
Address (Street Name and Number) <u>7720 Lowell Blvd.</u>		Apt. #	Date of Birth (month/day/year) <u>11-08-64</u>
City <u>Westminster</u>	State <u>CO.</u>	Zip Code <u>80030</u>	Social Security # <u>522-25-9156</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 #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____

Employee's Signature Shawn Norton Date (month/day/year) 9-10-12

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.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____	OR	<u>Drivers License</u>	AND	<u>SS card</u>
Issuing authority: _____		<u>State of CO.</u>		<u>SS admin</u>
Document #: _____		<u>94-255-3373</u>		<u>522-25-9156</u>
Expiration Date (if any): _____		<u>11.8.14</u>		
Document #: _____				
Expiration Date (if any): _____				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 9-12-12 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>Tina Kool</u>	Print Name <u>Tina Kool</u>	Title <u>Account Manager</u>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
-----------------------------	--

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

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 (month/day/year)
--	-----------------------

Colorado
Identification Card



94-255-3373 Expires: 11-08-2014
Ht: 6'02" Issued: 11-12-2009
Wt: 180 DOB: 11-08-1964
Eyes: HAZ Previous Type: A
Sex: M
Voter: Y

SHAWN LEIGH NORTON
7720 LOWELL BLVD
WESTMINSTER, CO 80030

SOCIAL SECURITY

522-75-7256

THIS NUMBER HAS BEEN ESTABLISHED FOR:

SHAWN LEIGH
NORTON

Shawn Leigh Norton
SIGNATURE

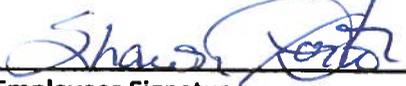
USA 12/16/2009



Handbook Acknowledgement Form

My signature below indicates that I have been informed that the company employee handbook is available to me from my resource manager for reference at any given time during my employment at managed Staffing. In addition, I will read the handbook carefully and thoroughly. If I have any questions regarding the policies set forth in the Policy Handbook, I will contact the Human Resources Department for further clarification.

This employee handbook is not a contract or agreement expressed or implied, between Managed Staffing and its employees, and supersedes or replaces all prior employee handbooks to date. Managed Staffing reserves the right to amend, change, revise or eliminate any of these policies set forth at any time in its sole discretion. The only recognized deviations from the stated policies are those authorized and signed by the Human Resources Department.



Employees Signature

Shawn Norton

Printed Name

9-10-12

Date

managed|Staffing

Equipment Agreement

As an employee and/or consultant working for Managed Staffing, you have been issued the equipment described below for your use. **Although Managed Staffing may not issue you equipment at this time, if you sign the form now we will have your signature on file in the event we have to issue you equipment in the future.**

Although the equipment is issued in your name, it is the sole property of Managed Staffing. The equipment is your responsibility. If the equipment is lost, stolen or damaged due to negligence, you will be responsible for replacement or repair. As an employee, the amount of the replacement or repair will be deducted from your wages. If you are a consultant working for Managed Staffing through a contracting company, the amount will be responsibility of your employer and may be deducted from invoices for hours worked.

Please take proper precautions to protect the equipment from theft. Do not leave it unattended unnecessarily. As per company policy, portable equipment should be taken home each evening, or locked in a desk drawer. A locked office door is not considered sufficient security against theft. Any time the equipment is taken offsite, it shall be carried in the container/case in which it was issued. Simply putting it into your briefcase or backpack does not offer sufficient protection from damage.

By signing this form, you are acknowledging that you have read and agree with the policies outlined herein.

Shawn Norton
Name Print Only

9-10-12
Date


Signature

Equipment Description



Payroll & Timesheet Systems Policies & Procedures

Managed Staffing take great pride in communicating with all employees, so all parties have a full understanding of what is expected from each other during the course of an “employer/employee” relationship.

As an employee of Managed Staffing Inc., it is imperative that you fully understand the policy and procedures as well as client compliance guidelines.

One procedure that can affect all parties is timesheets and payroll. With this said, please read these detailed instructions pertaining to timesheets and payroll.

1. Managed Staffing is your employer not the end client.
2. Managed Staffing has a separate payroll and timesheet system from the client called ExponentHR.
3. The client might have a separate timesheet system for tracking your time and project codes.
4. To stay within compliance guidelines with our clients and Managed Staffing, your timesheet must to be entered and submitted in ALL systems by 10:00 a.m. CST every Monday morning. **NO EXCEPTIONS!**
5. As an employee of Managed Staffing, **YOU** are the responsible party for entering your timesheet into ExponentHR and the client system on a WEEKLY basis.

Below are rules that need to be followed in order for you to stay within guidelines with our Clients and Managed Staffing, please read and follow the below rules.

1. Payroll is scheduled bi-weekly, pay days are on Friday's.
2. Entering your timesheet on time in Client system and having your client supervisor approve your weekly timesheet is part of the payroll process.
3. Client timesheets need to be approved to process payroll.
4. If your timesheet is not in BOTH systems by the time Managed Staffing processes payroll batches, your pay check can be delayed in reaching you. If this should happen, our payroll department does off cycle check once a week on Thursday if your timesheet has been approved by the client by that Thursday.
5. A Payroll Calendar is posted in ExponentHR. A copy of the payroll calendar was enclosed in your new hire packet. Once you officially start, Managed Staffing will email you another copy to you.
6. Managed Staffing does not mail your pay stubs to you. You may access and print off your pay stubs electronically via ExponentHR. For assistance please contact them at 1-866-612-3200.
7. If you have enrolled in direct deposit, your first check will be direct deposited.
8. If you choose not to sign up for direct deposit, your pay checks will go regular mail and can take up to a week before receiving it. Checks are mailed from Dallas, Texas.
9. Once Managed Staffing places a live check in the US Post Office mail box, Managed Staffing looses all visibly and can't be held responsible for delays.
10. If you need to make changes to your direct deposit a new direct deposit form must be fill out and sent into Human Resources.

11. Cancellation Policy of a live payroll check is as follows. **10 business days must pass before** Managed Staffing places a stop payment on a check and reissues another check. This is again a main reason to establish direct deposit.
12. The website for ExponentHR is www.exponenthr.com and can be accessed from any personal or public computer at any time.
13. All questions pertaining to ExponentHR should be directed to ExponentHR at 1-866-612-3200. ExponentHR is open Monday through Friday 8:00 am CST to 7:00 pm CST. Closed on weekends.
14. If for some reason you didn't work, you may still have to submit a ZERO hour timesheet in both systems. Please check with your client supervisor on the rules of entering zero time or contact Managed Staffing.
15. Please take the proactive approach, if you are on vacation or sick and can't submit your time you need to contact you Managed Staffing HR representative. Your Managed Staffing HR representative will explain what needs to be done in order to process payroll.

When timelines are not met it can affect several areas including your pay check.

Again, as a reminder, not only are these policies of Managed Staffing's, your employer, it is also a **compliance issue with our clients.**

I have fully read the above instructions and understand this is my responsibility.

Shawn Norton

Print your name

Shawn Norton

Your signature

9-10-12

Date

WOTC Questionnaire

Work Opportunity Tax Credit

Managed Staffing is participating in the WOTC (Work Opportunity Tax Credit) program offered by the government. The program has been designed to promote the hiring of individuals who qualify as a member of a target group and to provide a Federal Tax Credit to employers who hire these individuals.

This questionnaire will assist Managed Staffing in qualifying individuals for the WOTC. This program is on a voluntary basis and will not affect any hiring decisions. Thank you for your participation.

Applicant's Name Norton Shawn K.
Last Name First Name Middle Initial

Government Identification Number: _____

- ID number can be any picture ID used on the I-9.
- Examples: Driver's License, State ID, INS, Passport, etc.

Please answer YES or NO to the following questions:

	YES	NO
1. Have you ever been employed by Managed Staffing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Are you between the ages of 18-39? If YES, please provide your date of birth: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are you a Veteran of the U.S. Armed Forces? If YES, are you a member of a family that received Supplemental Nutritional Assistance Program (SNAP) (Food Stamps) benefits for at least 3-month period during the last 15 months? If YES, please provide name of recipient: _____ City/State where benefits were received: _____ Are you a Veteran entitled to compensation for a service-connected disability? If YES, were you discharged or released from active duty within 1 year of your hire date? Were you unemployed for a combined period of at least 6 months during the year before you were hired?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
4. Are you a member of a family that received SNAP (Food Stamps) benefits for the last 6 months? OR, received SNAP (Food Stamps) at least a 3-month period within the last 5 months, but is no longer receiving them? If YES, please provide name of recipient: _____ City/State where benefits were received: _____	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
5. Were you referred to an employer by a Vocational Rehabilitation Agency approved by a state? OR, by an Employment Network under the Ticket to Work Program? OR, by the Department of Veterans Affairs?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

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 Shawn Norton Social security number ▶ 522 | 25 | 9156

Street address where you live 7720 Lowell BLVD.

City or town, state, and ZIP code Westminster Co. 80030

County Adams Telephone number (720) 539 5530

If you are under age 40, enter your date of birth (month, day, year) 1 / 1

- 1 Check here if you are completing this form before August 28, 2009, and you lived in the area impacted by Hurricane Katrina on August 28, 2005. If so, please enter the address, including county or parish and state where you lived at that time.
- 2 Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- 3 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 discharged or released from active duty in the U.S. Armed Forces during the past 5 years and, for at least 4 weeks during the past year, I received unemployment compensation.
 - I am at least age 16 but not age 25 or older, and:
 - a During the past 6 months, I have not attended a secondary, technical, or post-secondary school for more than an average of 10 hours per week, not counting periods during which the school was closed for scheduled vacations, and
 - b During the past 6 months, if I was employed, during each consecutive 3-month period within the past 6 months, I earned less than I would have earned if I had worked for the applicable minimum wage 30 hours every week during the 3-month period, and
 - c I do not have a certificate of graduation from a secondary school or a General Education Development (GED) certificate or I have a certificate that was awarded at least 6 months ago and I have not held a job (other than occasionally) or been admitted to a technical or post-secondary school since I received the certificate.
- 4 Check here if you are a veteran entitled to compensation for a service-connected disability and, during the past year, you were:
 - Discharged or released from active duty in the U.S. Armed Forces, or
 - Unemployed for a period or periods totaling at least 6 months.
- 5 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 this 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 ▶ Shawn Norton

Date 9 / 10 / 12

For Employer's Use Only

Employer's name Managed Staffing, Inc. Telephone no. (469) 759 - 7372 EIN ▶ 26 | 0717857

Street address 15770 Dallas Parkway, Suite 800

City or town, state, and ZIP code Dallas, TX 75248

Person to contact, if different from above Marcel Abandonato Telephone no. (951) 272 - 8294

Street address 2279 Eagle Glen Pkwy. # 112-217

City or town, state, and ZIP code Corona, CA 92883

If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under Members of Targeted Groups in the separate instructions), enter that group number (4 or 6) ▶ _____

Date applicant:

Gave information / / Was offered job / / Was hired / / Started job / /

Complete Only If Box 1 on Page 1 is Checked

State and county or parish of job _____

Check if the individual was not your employee on August 28, 2005, and this is the first time the employee has been hired by you since August 28, 2005.

Under penalties of perjury, I declare that the applicant provided the information on this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group.

Employer's signature ▶ _____

Title _____

Date / / _____

Privacy Act and Paperwork Reduction Act Notice

Section references are to the Internal Revenue Code.

Section 51(d)(13) permits a prospective employer to request the applicant to complete this form and give it to the prospective employer. The information will be used by the employer to complete the employer's federal tax return. Completion of this form is voluntary and may assist members of targeted groups in securing employment. Routine uses of this form include giving it to the state workforce agency (SWA), which will contact appropriate sources to confirm that the applicant is a member of a targeted group. This form may also be given to the Internal Revenue Service for administration of the Internal Revenue laws, to the Department of Justice for civil and

criminal litigation, to the Department of Labor for oversight of the certifications performed by the SWA, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping 3 hrs., 16 min.
- Learning about the law or the form 46 min.
- Preparing and sending this form to the SWA 42 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224.

Do not send this form to this address. Instead, see *When and Where To File* in the separate instructions.



Nationsearch.com 11160 Huron St. #201 Thornton, CO. 80234
 Phone 800.827.9550 Fax 800.827.6118

AUTHORIZATION FOR RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

I hereby authorize Nationsearch.com, and its designated agents and representatives to conduct a review of my background through a consumer report and /or an investigative consumer report to be generated for employment purposes, promotion, reassignment or retention as an employee of

CMG/BASF

I understand and am aware that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: names and dates of previous/current employment, work experience, criminal history records, sexual offenders lists, motor vehicle records, educational records, professional license verification, credit history, civil cases, OFAC list, OIG/GSA lists and any other sanctions lists. Upon request, Nationsearch.com will supply a copy of the consumer report (completed) along with a copy of the rights under the FCRA.

I, Shawn Nelson, authorize the release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I authorize the full release of the information described above, without any reservation, throughout any duration of my employment at (company name) CMG/BASF.

I hereby release Nationsearch.com and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel both individually and collectively, from any and all liability for damages of any kind, which may at any time, result to me, my heirs, family or associates because of compliance with this authorization for release of information. I hereby certify that all information provided below and on my resume, CV or questionnaire is correct to the best of my knowledge. Any false statements provided on this form and/or on my resume, CV or application questionnaire will be considered just cause for the termination of employment at any time. This authorization and consent shall be valid in original, fax, copy or scanned form.

Please provide the following information, which is required by government agencies and other entities for identification purposes when conducting the background screening process. This information is confidential and will not be used for any other purpose.

Shawn Nelson
 Applicant Signature

9-10-12
 Date

Other Names Used: _____

Social Security Number	<u>522-25-9156</u>
Date of Birth: To be used for screening purposes only	<u>Nov. 08-64</u>
Drivers License number : State of Issue:	<u>CO.</u> <u>94-255-3373</u>

Street Address	City	State	Zip Code
<u>7720 Lowell Blvd.</u>	<u>Westminster</u>	<u>CO</u>	<u>80030</u>

Tina Krol

From: results@nationsearch.com
Sent: Tuesday, September 11, 2012 4:37 PM
To: Tina Krol
Subject: Completed Report - SHAWN L NORTON



11160 Huron St. #100 Northglenn, CO. 80234
Phone: 800-827-9550
Fax: 800-827-6118
Email: support@nationsearch.com

CORPORATE MANAGEMENT GROUP
12000 N. WASHINGTON ST. #290
THORNTON, CO 80241
Phone: 3039201425
Email: TINA@CORPMGMTGROUP.COM
Fax: 1-303-736-7767

Search Information

Name: SHAWN L NORTON
SSN: 522-25-****
DOB: 11/08/****

The following are included in this report:

Search Type	Detail	Status
Social Security Number/Address Trace		Complete
COMPREHENSIVE CRIMINAL SCREENING		
- COLORADO COURTS (NOT INCLUDED DENVER GS)	Colorado	Complete - Record <input type="checkbox"/>
- Fed. Criminal State Specific District Court Search	Colorado	Complete - No Record
- DENVER COUNTY GENERAL SESSIONS	Denver, Colorado	Complete
Past Employment Verification *	CURRENTLY EMPLOYED	Not Verified
Past Employment Verification *	HOMESTEAD SOLUTIONS	Not Verified

Results Should Be Reviewed Carefully

Social Security Number/Address Trace

Social Security Number 522-25-****
Name SHAWN L NORTON
DOB 11/08/****
Search ID 813819
Date Ordered 09/10/2012
Date Completed 09/10/2012

Results

Valid SSN	yes
State Issued	Colorado
Date Issued	1979

NORTON, SHAWN L (DOB: November, 08 ****) (SSN: xxxxxxxxx)	
Address 1 7550 STUART ST WESTMINSTER CO 80030 -4745 County: ADAMS CO Date first reported: December, 1986 Date last reported: August, 2012	Address 2 7720 LOWELL BLVD WESTMINSTER CO 80030 -4543 County: ADAMS CO Date first reported: May, 2009 Date last reported: July, 2012
Address 3 7550 STEWART WESTMINSTER CO 80030 County: ADAMS CO Date first reported: May, 1996 Date last reported: August, 2009	Address 4 6251 FEDERAL BLVD DENVER CO 80221 -2005 County: ADAMS CO Date first reported: June, 2008 Date last reported: June, 2008
Address 5 8675 MARIPOSA ST APT 21C THORNTON CO 80260 -4392 County: ADAMS CO Date first reported: June, 2005 Date last reported: July, 2006	Address 6 10095 VRAIN CT WESTMINSTER CO 80031 -2542 County: ADAMS CO Date first reported: June, 1999 Date last reported: July, 2006
NORTON, SEAN L (DOB: November, 08 ****) (SSN: xxxxxxxxx)	
Address 1 7720 LOWELL BLVD WESTMINSTER CO 80030 -4543 County: ADAMS CO Date first reported: May, 2009 Date last reported: April, 2012	Address 2 7550 STUART ST WESTMINSTER CO 80030 -4745 County: ADAMS CO Date first reported: December, 1986 Date last reported: September, 2009
Address 3 7550 STEWART WESTMINSTER CO 80030 County: ADAMS CO Date first reported: May, 1996 Date last reported: August, 2009	Address 4 6251 FEDERAL BLVD DENVER CO 80221 -2005 County: ADAMS CO Date first reported: June, 2008 Date last reported: June, 2008
Address 5 8675 MARIPOSA ST APT 21C THORNTON CO 80260 -4392 County: ADAMS CO Date first reported: June, 2005 Date last reported: July, 2006	Address 6 10095 VRAIN CT WESTMINSTER CO 80031 -2542 County: ADAMS CO Date first reported: June, 1999 Date last reported: July, 2006

COMPREHENSIVE CRIMINAL SCREENING

COLORADO COURTS (NOT INCLUDED DENVER GS)

Jurisdiction Searched	Colorado
Name Searched	SHAWN L NORTON
DOB Searched	11/08/****
SSN Searched	522-25-****
Search ID	813820
Date Ordered	09/10/2012
Date Completed	09/10/2012
Status	Records Found
Case Number	2005T004565(County)
Verified By	Name and DOB
Full Name on File	SHAWN NORTON
DOB on File	11/08/****
File Date	3/25/2005

Disposition Date	3/7/2006
Years Searched	7
Case Comments	THIS CASE WAS FOUND IN ADAMS COUNTY
Charge	Dui Per Se
Disposition	Dism by DA
Type of Crime	M (Unclassified Misdemeanor)
Fines	\$0.00
Court Cost	\$0.00
Comments	Charge Details Date 03/19/2005 Count 1 Status Dismissed Statute 42-4-1301(2)(a)
Charge	Failure To Display Proof Of Insurance
Disposition	Dism by DA
Type of Crime	T1 (Class 1 Traffic Offense)
Fines	\$0.00
Court Cost	\$0.00
Comments	Charge Details Date 03/19/2005 Count 2 Status Dismissed Statute 42-4-1409(3)
Charge	Dui-over .20
Disposition	Guilty
Type of Crime	M (Unclassified Misdemeanor)
Fines	\$0.00
Court Cost	\$0.00
Probation	12 MONTHS PROBATION WAS REVOKED ON 2/8/07
Jail Time	90 DAYS ELECTRONIC SURVEILLANCE
Comments	Charge Details Date 03/19/2005 Count 3 Status Main Charge Statute 42-4-1301(1)(a),(7)(a)(II) Plea Date 12/16/2005 Plea Description Plea of Guilty
Charge	FINES AND COST IMPOSED. Driving Under The Influence
Disposition	AMENDED
Type of Crime	M (Unclassified Misdemeanor)
Fines	\$0.00
Court Cost	\$0.00
Comments	Charge Details Date 03/19/2005 Count 3 Status Amended Statute 42-4-1301(1)(a)
Charge	Lane Usage Violation
Disposition	Dism by DA

Type of Crime TIA (Class A Traffic Infraction)
Fines \$0.00
Court Cost \$0.00
Comments Charge Details

Date 03/19/2005

Count 4

Status Dismissed

Statute 42-4-1007(1)(a)

Charge

Driving Under Restraint

Disposition

Dism by DA

Type of Crime

M (Unclassified Misdemeanor)

Fines

\$0.00

Court Cost

\$0.00

Comments

Charge Details

Date 03/19/2005

Count 5

Status Dismissed

Statute 42-2-138(1)(a)

Case Number

2005T008206(County)

Verified By

Name and DOB

Full Name on File

SHAWN NORTON

DOB on File

11/08/****

File Date

5/23/2005

Disposition Date

8/25/2006

Years Searched

7

Case Comments

THIS CASE WAS FOUND IN JEFFERSON COUNTY

Charge

Seat Belt Not Used

Disposition

Dism by DA

Type of Crime

TIB (Class B Traffic Infraction)

Fines

\$0.00

Court Cost

\$0.00

Comments

Charge Details

Date 05/17/2005

Count 1

Status Dismissed

Statute 42-4-237

Charge

Failure To Display Proof Of Insurance

Disposition

Dism by DA

Type of Crime

T1 (Class 1 Traffic Offense)

Fines

\$0.00

Court Cost

\$0.00

Comments

Charge Details

Date 05/17/2005

Count 2

Status Dismissed

Statute 42-4-1409(3)

Charge

Driver's License-driving Without

Disposition

Dism by DA

Type of Crime

T2 (Class 2 Traffic Offense)

Fines

\$0.00

Court Cost

\$0.00

Comments

Charge Details
Date 05/17/2005
Count 3
Status Dismissed
Statute 42-2-101(1)

Charge

Disposition
Type of Crime
Fines
Court Cost
Comments

Lane Usage Violation
Dism by DA
TIA (Class A Traffic Infraction)

Charge

Disposition
Type of Crime
Fines
Court Cost
Jail Time
Comments

Charge Details
Date 05/17/2005
Count 4
Status Dismissed
Statute 42-4-1007(1)(a)
Driving Under The Influence
Guilty
M (Unclassified Misdemeanor)
\$0.00
\$0.00
180 DAYS
Charge Details
Date 05/17/2005
Count 5
Status Main Charge
Statute 42-4-1301(1)(a)
Plea Date 01/20/2006
Plea Description Plea of Guilty

FINES AND COST IMPOSED.
CASE WAS CLOSED ON 11/19/08

Fed. Criminal State Specific District Court Search

Jurisdiction Searched Colorado,
Name Searched SHAWN L NORTON
DOB Searched 11/08/****
SSN Searched 522-25-****
Search ID 813823
Date Ordered 09/10/2012
Date Completed 09/10/2012
Status No Records Found
Years Searched 7

DENVER COUNTY GENERAL SESSIONS

Name Searched SHAWN L NORTON
DOB 11/08/****
SSN 522-25-****
Search ID 813822
Date Ordered 09/10/2012
Date Completed 09/10/2012
Information Provided
Location Denver, Colorado

Results

NO RECORDS FOUND USING IDENTIFIERS PROVIDED. IF NAME DIFFERS FROM THAT PROVIDED, PLEASE NOTIFY NATIONSEARCH OF THE VARIANCE, AS THIS MAY POSSIBLY EFFECT THE OUTCOME OF THE RESULTS.

Past Employment Verification *

Name Searched SHAWN L NORTON
DOB 11/08/****
SSN 522-25-****
Search ID 813824
Date Ordered 09/10/2012
Date Completed 09/10/2012
Status Complete

Information Provided

Company CURRENTLY EMPLOYED
Company Phone (000) 000-0000
Company Location 0
Company Contact Not Provided
Position Held 0
Start Date 0
End Date 0

Information Searched

Company LOGISTICS & PRODUCTION
Company Phone (000) 000-0000
Company Location CO
Source Contacted CURRENTLY EMPLOYED

Unable To Verify

CURRENTLY EMPLOYED. DID NOT VERIFY.

Past Employment Verification *

Name Searched SHAWN L NORTON
DOB 11/08/****
SSN 522-25-****
Search ID 813825
Date Ordered 09/10/2012
Date Completed 09/11/2012
Status Complete

Information Provided

Company HOMESTEAD SOLUTIONS
Company Phone (000) 000-0000
Company Location ARVADA
Company Contact Not Provided
Position Held GENERAL MANAGER
Start Date 01/05
End Date 05/10

Information Searched

Company HOMESTEAD SOLUTIONS
Company Phone (000) 000-0000
Company Location ARVADA, CO
Source Contacted N/A

Unable To Verify

UNABLE TO FIND AN ACCURATE PHONE NUMBER FOR THE COMPANY NAME PROVIDED. UNABLE TO FIND THE COMPANY NAME IN THE LOCATION PROVIDED. FOUND SEVERAL PHONE NUMBERS AND SEVERAL LOCATIONS. PLEASE PROVIDE THE SUPERVISOR'S NAME AND PHONE NUMBER TO VERIFY EMPLOYMENT. UNABLE TO VERIFY.

IMPORTANT INFORMATION

Criminal findings are based on information provided by company or applicant, such as name and date of birth. Criminal search completed for felony/misdemeanor convictions in court records for states listed. Nationsearch.com searches public court records, and is not responsible for information found in said court records. Nationsearch.com utilizes public court records, public terminals, court databases, indices and registers. Nationsearch.com utilizes information found within varying levels of county, state, federal and municipal courts that is for public consumption. ***F.C.R.A: If this report is used for employment purposes, before taking adverse action, based on the findings of this report, the FCRA requires a copy to be provided to the consumer, along with a written description of the consumer's rights under the FCRA. Please refer consumer to Nationsearch.com. Information found using the INCS database system is compiled based on the reporting counties/state or government entity criteria. Some agencies do not report identifiers such as date of birth. In this event Nationsearch.com will only report information that matches all identifiers provided such as date of birth, middle initial or address. Possible hits found on a multiple state level will only be reported when all identifiers are matched.