



CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5		DATE <u>11-06-14</u>
Name <u>Moya, Diane</u> <small>Last First Middle Maiden</small>		
Present address <u>1810 Aspen Dr. #208</u> <small>Alpinas Street/ Hudson WI 54016</small> <small>City State Zip</small>		
Social Security No. <u>395 - 02 - 1377</u>		
Telephone <u>(651) 278-0611</u>		E-Mail <u>diane.moya@hotmail.com</u>
If under 18, please list age _____		Referred by _____
Position applied for (1) <u>Shipping/Clacking</u> and salary desired (2) <u>\$10.00</u> (Be specific)		Shift available to work 1 st <input checked="" type="checkbox"/> 2 nd _____ 3 rd _____
How many hours can you work weekly? <u>40</u>		Can you work nights? <u>NO</u>
Employment desired <input checked="" type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME		
When available for work? <u>ASAP</u>		
Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If so, please explain _____		
Do you anticipate any absences from work on a regular basis? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If so, please explain _____		

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Harmory Learning Center</u>		<u>3 months</u>	<u>GED</u>
College	<u>Saint Paul College</u>		<u>3 years</u>	<u>Health Unit Coordinator Certif</u>
Bus. or Trade School				
Professional School				

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes ___ No

What is your means of transportation to work? car

Driver's license number _____ State of issue _____

Operator ___ Commercial (CDL) ___ Chauffeur ___

Expiration date _____

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

If so, how many? _____

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

If so, how many? _____

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone (____) _____ Telephone (____) _____

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? __ Yes No

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

Branch _____ Specialty _____

Date Entered _____ Discharge Date _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Diane Moya</u>	Supervisor name <u>Sye Kieffer</u>	
Position <u>Health Unit Coordinator</u>	Employment dates	Pay or salary
Company <u>Cerinity Marian Care Center</u>	From <u>05/14</u>	Start <u>13.50</u>
Address <u>200 Earl St.</u>	To	Final
<u>St. Paul, MN 55106</u>	Your last job title _____	
Telephone <u>(651) 793-2107</u>		

Reason for leaving (be specific) still employed

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. Transcription of physician orders, order entry, maintenance of patient charts & unit records, efficient processing unit information maintenance of unit supplies, greet & assist residents & families.

Name <u>Diane Moya</u>	Supervisor name <u>Maria Xiong</u>	
Position <u>on call Health Unit Coordinator</u>	Employment dates	Pay or salary
Company <u>Southwells Landing</u>	From <u>03/14</u>	Start <u>412.43</u>
Address <u>13575 58th St. North</u>	To	Final
<u>Oak Park Heights, MN 55082</u>	Your last job title _____	
Telephone <u>(651) 436-7200</u>		

Reason for leaving (be specific) still employed

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. Responsible for clerical duties on the assigned unit maintaining ordering supplies/forms, Greet & assist residents & families. data entry, communication with doctors & nurse to provide a great patient care

APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name <u>Diane Moya</u>		Supervisor name <u>Yee Thao</u>	
Position <u>Teller</u>		Employment dates	Pay or salary
Company <u>Wells Fargo</u>		From <u>08/13</u>	Start <u>11.00</u>
Address <u>1379 Phalen Blvd.</u>		To <u>03/14</u>	Final <u>11.60</u>
<u>Ct. Paul, MN 55106</u>		Your last job title <u>teller</u>	
Telephone <u>(651) 205-8414</u>			

Reason for leaving (be specific) resigned

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. Responsible for maintaining & balancing cash drawer, processes customers transactions within established guidelines, identifies & make sales referrals, customer service, cross-sells bank services & products

Name <u>Diane Moya</u>		Supervisor name <u>Olga Diaz</u>	
Position <u>crew member</u>		Employment dates	Pay or salary
Company <u>Chipotle</u>		From <u>12/12</u>	Start <u>8.25</u>
Address <u>1021 Pearson Dr.</u>		To <u>06/14</u>	Final <u>10.50</u>
<u>Hudson, WI 54016</u>		Your last job title <u>crew member</u>	
Telephone <u>(715) 386-3010</u>			

Reason for leaving (be specific) resigned

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. Reconciling money drawers, backing up the managers during busy hours, food preparation, clean lobby & make sure the lobby is stocked up with proper needs, provide customer service to customers by taking food orders, distributing food orders & money handling

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, who did? _____

**PLEASE READ CAREFULLY
APPLICATION FORM WAIVER**

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

I agree that:

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

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

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

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

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

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

Signature of applicant

Diane M. Owen

Date:

11-06-14

DIANE MOUA

401 Labore Rd. 104 • Little Canada • MN • 55117
dianemoua@hotmail.com • (651) 278.0611

OBJECTIVES

A position as a health unit coordinator on a busy hospital or clinic which allows me to use my education and skills to grow within the organization

SUMMARY OF QUALIFICATIONS

- Knowledge of customer service skills
- Strong desire to learn new skills and enhance existing skills
- Teamwork skills – ability to adapt easily to a team
- Very reliable, able to adapt easily to new task and a fast learner on the job
- Type 61 wpm
- Comfortable working on computer

EMPLOYMENT

2014- **Cerenity Marian Senior Care Center** **St. Paul, MN**
Health Unit Coordinator

- Transcription of physician orders
- Order entry
- Maintenance of patient charts and unit records
- Efficient processing unit information
- Maintenance of unit supplies
- Greet and assist residents and families

2014- **Presbyterian Homes and Services** **Oak Park Heights, MN**
On call HUC

- Responsible for clerical duties on the assigned unit
- Maintaining ordering supplies/forms
- Medical terminology
- Greet and assist residents and families
- Communication with doctors and nurse to provide a great patient care
- Data entry

2013-2014 **Wells Fargo** **St. Paul, MN**
Teller

- Responsible for maintaining and balancing cash drawer
- Processes customers transactions within established guidelines
- Identifies and make sales referrals
- Customer service
- Cross-sells bank services and products

2012-2014 **Chipotle** **Hudson, WI**
Team Member

- Reconciling money drawers, backing up the shift managers during busy hour, and food preparation.
- Clean the lobby and make sure the lobby is stocked up with proper needs
- Provide customer service to customers by taking food orders, distributing food orders and money handling

2011 - 2012 **Forever21/For Love 21** **Roseville, MN**
Sales Associate

- Handled all money transactions with customers on register
- Assist customers with product inquiries and created customers

