



8/2/15  
**ENTERED**  
 Only looking for  
 (5:00 AM - 1:30 PM)

**CMG APPLICATION FOR EMPLOYMENT**

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

PLEASE COMPLETE PAGES 1-5 DATE 4-2-2015

Name Donna Sederak  
Last First Middle Maiden

Present address 20920 Forest Dr  
Number Street  
Excelsior MN 55331  
City State Zip

Social Security No. 474 - 84 - 6882

Telephone 612 474-0534 E-Mail ladelove165933@yahoo.com

If under 18, please list age \_\_\_\_\_ Referred by \_\_\_\_\_

Position applied for (1) <u>open</u> and salary desired (2) _____ <small>(Be specific)</small>	Shift available to work 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> _____ 3 <sup>rd</sup> _____
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How many hours can you work weekly? 40 Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? now

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  
 No  Yes If so, please explain \_\_\_\_\_

Do you anticipate any absences from work on a regular basis?  
 No  Yes If so, please explain \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Minnetonka</u>	<u>Hwy 7-101</u>	<u>12</u>	
College				
Bus. or Trade School				
Professional School				

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>Valley Staffing</u>	Supervisor name <u>Lisa</u>	
Position <u>Pick and Sort</u>	Employment dates <u>2012</u>	Pay or salary <u>10.00</u>
Company <u>Recycling</u>	From <u>oct</u>	Start
Address <u>water town</u>	To <u>Jan</u>	Final
Telephone <u>(932) 955-1130</u>	Your last job title <u>Pick and Sort</u>	
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. <u>See Resume</u>		

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	To	Final
Telephone (____) _____	Your last job title _____	
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.		

**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

*Donna J. Fedorick*

Date:

*4-2-2015*

**DONNA SEDERSKI**  
**Excelsior, MN 55331**  
**612-414-0534**  
**ladelove165933@yahoo.com**

## HIGHLIGHTS OF QUALIFICATIONS

- Manufacturing experience including: Warehouse, Pick and Pack, Assembly, Production Line and Machine Operator
- Work very well independently with little supervision; detail-orientated
- Computer familiarity
- Trustworthy and reliable

## WORK EXPERIENCE

- Temporary positions** 8/2010 – Present  
Valley Staffing, Doherty, Randstad, Prostaff, Work Connection and Landmark Staffing, MN
- Pick and Sort**
- Picked product off conveyor belt and sorted into correct bins
- Pick and Pack**
- Picked and packed products from order sheet; labeled products and prepared for shipping
- Machine Operator**
- Inspected and packaged John Deer Lawnmower seats
  - Ran machine for plastic products; checked pump levels, recorded numbers in machine
- Scanning**
- Scanned booklets, CD's and tests for distribution to nation-wide schools; packaged sometimes
- Warehouse / Assembly**
- Assembly**
- Spooled wires; fed wires into twisting machine, treated wires and some soldering
- PCA, Life Works, Eagan, MN** 10/2004 – 05/2009
- Facilitated and encouraged self-care skills
  - Provided stimulation and relaxation as determined per instructions
  - Administered medication re: insulin, pills, shots, vital signs, etc., per medical professionals' instruction
  - Adhered to dietary health recommendations and reported any discrepancies
  - Performed grooming re: bathing, hairdressing, etc., and light housekeeping
- Construction and Building Cleaner, MSI, St. Louis Park, MN** 07/1998 – 05/2003
- Worked with project managers, owners, building superintendents, and the construction trades, coordinating onsite work schedules and completion of work within time requirements
  - Cooperated with daily and final inspections, completing any discrepancies or refills needed
  - Coordinated work for crew members; In charge of up to 15 employees
  - Inspected crew members work; reported discrepancies, infractions, concerns, etc. to management
- Cleaner, Chanhassen Movie Theatre, Chanhassen, MN** 05/1997 – 05/1998
- Daily cleaned all areas to ensure company and customer standards
  - Scheduled special projects to exceed and enhance quality
  - Ensured facility was secured at end of shift
- Production, Pies Inc., Chaska, MN** 04/1996 – 04/1997
- Manager / Caretaker, Excelsior Manor, Excelsior, MN** 04/1994 – 02/1996