

**CORPORATE MANAGEMENT GROUP**

**Employment Application**

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

3/11p

12P



**Applicant Information**

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

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Petrie, Dontania Date: 3/13/2020

Address: (Street Address) 2438 62nd st. NW (Apt. /Unit #) \_\_\_\_\_

(City) Rochester (State) MN (ZIP Code) 55901

Phone: (507)577 9218 Email: d.dpetrie@gmail.com

Social Security No. \*\*\* \*\* 6052 Date Available: 3/14/2020

Position Applied for: Production Desired Salary: negotiable

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

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

How did you hear about us? Work Release Sargeant Referral Name: Sargeant Shie

If under 18, please list age: \_\_\_\_\_

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

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Century High	Rochester MN	4	HSD
College	Augsburg	Shakopee, MN	4 mo	Some college general studies
Bus. Or Trade School				
Professional School				

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**Previous Employment**

Company: MINNCOR INDUSTRIES Phone: N/A

Address: 1010 W 6th Ave Shakopee, MN Supervisor: Greg Caron

Job Title: Balloon Folder Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: Folding balloons

From: Sept 2019 To: March 2020 Reason for Leaving: Released from facility

May we contact your previous supervisor for reference?  Yes  No

Company: FoodService Phone: N/A

Address: 1010 W 6th Ave Shakopee, MN Supervisor: John Duffy

Job Title: Alt. Cook Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: Cooking

From: May 2017 To: Sept 2019 Reason for Leaving: Went to MINNCOR IND.

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: Stelania Romo Date: 3/13/2020

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### PLEASE READ CAREFULLY APPLICATION FORM WAIVER

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

I agree that:

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

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

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

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

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

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

Signature of applicant

Date: 3/13/2020

# D. D. Petrie

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MARCH 2020

—  
D. D. Petrie  
2438 62nd St. NW  
Rochester, MN 55901  
507.577.1028 9218  
d.dpetrie2020@gmail.com

TO WHOM IT MAY CONCERN:

I am applying for the position advertised.

I have 2 years of experience working in food service. My experience came through working as the Alternative Cook in the kitchen at Shakopee Correctional Facility. Through these experiences I learned to prepare and serve meals, operate large volume cooking equipment, and monitor food distribution. I am available to work overtime. While working in the kitchen, I had to be very flexible by covering other shifts and taking on additional work assignments.

I also have about 7 months experience working in a production/ factory setting for Diversified folding Mylar balloons; also located at the Shakopee location. I gained knowledge in folding, packaging, and distribution- while maintaining safe work habits, meeting quotas, keeping track of inventory records, and being punctual every day. Staying organized and efficient were the main goals of the company, I met all the standards.

My salary requirements are negotiable.

Enclosed is my resume for your review. I welcome the opportunity to speak with you in person to discuss my background and experience in more detail. My number is 5075771928, day or evening. I look forward to meeting with you.

Sincerely,

A handwritten signature in black ink that reads "Dontania Petrie". The signature is written in a cursive style with a large, looped initial "D".

Dontania Petrie

# D.D. Petrie

2438 62nd St NW  
Rochester, MN 55901  
507 577 9218  
d.dpetrie2020@gmail.com

**OBJECTIVE:** To obtain a position with a corporation that allows opportunity for growth and skill building

## EXPERIENCE

### **Minncor, Shakopee, MN — Diversified**

September 2019 - March 2020

balloon folding, assembly, counting

Ensured that merchandise was fully supplied for customer satisfaction

Maintained safe work habits, as well as ensuring work is completed in a timely manner

Worked in team setting to meet quota of folding and packaging Mylar balloons, posted totals to inventory records.

Maintained records of merchandise and supplies in stock and restocked assembly bins with necessary materials to complete jobs.

Examined completed work to detect defects and verify conformance to work orders and adjust machinery as necessary to correct production problems.

### **Food Service Shakopee, MN — Alternative Cook**

May 2017 - September 2019

Measuring, cooking, supervising other employees

Prepared and served meals for 650 people on a daily basis

Operated large-volume cooking equipment such as grills, deep-fat fryers, and riddles.

Monitored food distribution ensuring meals were delivered to the correct recipients and dietary guidelines were followed

Washed and sterilized dishes, kitchen utensils, equipment, and facilities

Operated floor care equipment including buffers and scrubbers for sanitation and upkeep of kitchen floor

### **Facility Maintenance Shakopee, MN**

Serviced, cleaned and re-supplied restrooms; gathered and emptied trash

Swept, mopped, and scrubbed building floors

Followed procedures for the use of chemical cleaners and power equipment

## SKILLS

Corresponding, listening, writing, cataloging, correcting, reporting, analyzing data, assessing quality, measuring, taking inventory, categorizing, setting priorities, helping others, analyzing, conceptualizing, financial planning, analyzing markets, managing sales, relating to customers

## AWARDS

ENNEAGRAM

HEALTH LITERACY

## LANGUAGES

English, some spanish

leaned windows, glass partitions, and mirrors

## EDUCATION

Wadena, MN — some college

2019

Century Sr. High School, Rochester, MN — *HS Diploma*

2004-2008

## QUALIFICATIONS

## SUMMARY

Take pride in a job well done- work well with others- Motivated, self-starter-  
Willing to learn new things- Positive attitude- Leadership attributes- Good manual  
dexterity- Very hard working- Problem solver

## REFERENCES

EMPLOY Program MINNCOR INDUSTRIES

Maac

420 Long Lake Road

Roseville, MN 55113

513617512

ASHMERE LUX SALON

Maade Jordan

315 Greenview Pl SW

Rochester, MN 55902

5072024795

LEKSANDRA LJUBISAVLJEVIC LAW OFFICE, LLC

leksandra Ljubisavljevic

10 4th Ave S

Suite 1050

Minneapolis, MN 55415

6124556229