8

New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG interview. Please sign and date the bottom of the sheet stating that you received your login *information.*

CMG/ ESSG / Reichel Foods Handbook

Healthcare Notice of Exchange and Website for Enrollment

Safety Policy

Drug and Alcohol Testing Policy

View Paystubs

Website: https://zenople.esgazure.com/login/cmg

** do not fill out the below login name and password, CMG will provide you with this information **

Login Name: 5074219311

Login Password: N@h0F510

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the times or its content, that it is my responsibility to address my questions with my supervisor o CMG representative, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Signature: _____ Date: 4-11-23

AUTHORIZATION TO RELEASE INDUSTRIAL HEARING TEST RESULTS

CMG Corporate Management Group
Workforce Management & Staffing Experts

I understand that a successful hearing test is a condition of my employment by Employer Solution Staffing Group, LLC. to work at the facility of Reichel Foods, Inc., and further, that Employer Solutions Staffing Group may, at its discretion, shar the results of any such hearing test with Reichel Foods Inc.

I also understand that Employer Solutions Staffing Group may, at its discretion, conduct periodic hearing tests on me during the course of my employment with Employer Solutions Staffing Group and I consent to such tests.

First Name: ELIZABETH

Middle Name: MARIE

Last Name: HANSEN

Social Security Number: 472-08-4017

Date of Birth: 09-16-1986

Gender **(Circle one)**: Male Female

My Signature: [signature]

Today's Date: 4-11-23

Employee Photo Release Form

I, ELIZABETH, agree to let Reichel Foods use my picture for internal security purposes. I also agree to submit a written request to Reichel Foods if/when I wish my photo be removed from the company database.

Employee Signature Name: [signature]

Date: 4-11-23

Name: LIZ HANSEN

Date: 4-11-23

Achoo!

****Read the story and answer the multiple-choice questions below ****

Achoo! We all sneeze sometimes. Sneezing is a reflex that your body does automatically. That means you cannot make yourself sneeze or stop one once it has started. When you sneeze, your body is trying to get rid of bad things in your nose, such as bacteria. You have extra germs when you have a cold, so you sneeze a lot more. You might also sneeze when you smell pepper!

Inside your nose, there are hundreds of tiny hairs. These hairs filter the air you breathe. Sometimes dust and pollen find their way through these hairs and bother your nasal passages. The nerves in the lining of your nose tell your brain that something is invading your body.

Your brain, lungs, nose, mouth and the muscles of your upper body work together to blow away the invaders with a sneeze. When your sneeze, germs from your nose get blown into the air. Using a tissue or "sneezing into your sleeve" captures most of these germs. It is very important to wash your hands after your sneeze into them, especially during cold and flu season.

Do you ever sneeze when your walk into bright sunlight? Some people say that happens to them often. Scientists believe the UV rays of the sun irritate the nose lining of these people, so they sneeze.

If someone nearby sneezes, remember to tell them "Gesundheit!" that is a funny-looking word which is pronounced "gezz-oont-hite." It is the German word that wishes someone good health after sneezing.

1. Why do people sneeze?
   a. The tiny hairs in your nose tickle
   b. Your body is trying to get rid of bad things
   c. You can make yourself sneeze when you want to

2. What are the 3 parts of your body that work together with your upper body to sneeze?
   a. Hand, Elbow, Shoulder
   b. Ankle, Knee, Hip
   c. Brain, Lungs, Mouth

3. What other things can make you sneeze?
   a. Pepper, Sun, Dust, and Pollen
   b. Water, Pop, Flowers, Trees
   c. Salt, Seasonings, Meat, Fruit

4. What is a German word that people often say to someone that sneezes?
   a. Good Job
   b. Gesundheit
   c. Hang in there

5. What should you do after your sneeze into your hands especially during cold and flu season? (This should also be done in the production area!)
   a. Wipe them with a tissue
   b. Nothing
   c. Wash your hands

EMERGENCY CONTACT INFORMATION

Employer Solutions Staffing Group In-Case of an Emergency – Notification Information

Please list <u>at least one person</u> with one working phone number.

We will only contact the name(s) listed below if we are unable to get ahold of you or if there is an emergency.

Contact # 1:

Name: DEBBY WESTPHAL

Relationship: SISTER

Phone Number: 507-951-3304

Contact # 2

Name: _____

Relationship: _____

Phone Number: _____

Additional information you want ESSG and our client to know in the event of an emergency:

_____

_____

_____

_____

This information will remain confidential and will only be used in the case of an emergency

CMG Corporate Management Group

Workforce Management & Staffing Experts

Applicant Certification and Authorization for Background Check

Please read the below statements and initial on the indicated line

(This information will be inputted onto the online NHO form – you will be provided the login information during your interview)

I authorize Employer Solutions Staffing Group (ESSG) to use the information and statements contained in this application to determine my qualifications. I authorize ESSG to make inquires of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation and eligibility for rehire.

I understand that comprehensive background checks may be conducted to determine my eligibility for my 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 y 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 nay material omission or misrepresentation will result in my disqualification from consideration for employment or if discovered after I begin my employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of ESSG.

I have read and agree EH **(initial)**

I hereby authorize Employer Solutions Staffing Group, LLC and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report / investigative consumer report may include, but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, country jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation or public agency to divulge any and all information, verbal or written, pertaining to me, to Employer Solutions Staffing Group, LLC or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation or public agency may have to include information or data received from other sources Employer Solutions Staffing Group, LLC and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers and dates of birth.

I have read and agree EH **(initial)**

Authorization to Enter New Hire Information

By signing below, I authorize a member of Corporate Management Group – Rochester Office – to enter my new hire paperwork into the online Zenople (NHO) site. I understand that I will be provided access via login name and password to view the forms that they have completed on my behalf.

Employee Signature: _____ Date: 4-11-23

Insurance Information

I understand that the CMG Staff defaults to decline insurance when entering my new hire paperwork unless specified otherwise during my interview.

I understand that I have 30 days after my employment starts to apply for insurance through ESSG via the login information provided to me.

I agree: EH **(initial)**

Electronic W-2 Consent:

The IRS has approved employers to send W-2 electronically to employees. Employees who choose to receive their W-2 statements electronically will have the following advantages. Faster access to your W-2. Ongoing availability to view the W-2. Ability to reprint as many times as needed.

Would you like to receive your W-2 statement electronically?

Yes ● No ○

By completing the box below, you are consenting to receive your W-2 by email to only the email address that you list. A paper copy will ***not*** be provided. This option can be changed at any time but remains in effect until you inform ESSG that you would like to revoke your consent.

I consent to receive my W-2 by email at the address listed below from this date forward.

Email liz_miller28@hotmail.com

I agree: EH **(initial)**

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2023

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
ELIZABETH M	HANSEN	
Address: 121 B W TRACY RD		**Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.
City or town, state, and ZIP code: SPRING VALLEY MN 55975		

(c) ☒ **Single or Married filing separately**
☐ **Married filing jointly or Qualifying surviving spouse**
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . . ☐

TIP: If you have self-employment income, see page 2.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 $

Multiply the number of other dependents by $500 . . . . . $

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . . | 3 | $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . | 4(a) | $

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . | 4(b) | $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . . | 4(c) | $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) **Date** 4-11-23

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

DEPARTMENT OF REVENUE

2023 W-4MN, Minnesota Withholding Allowance/Exemption Certificate

Employees

Complete Form W-4MN so your employer can withhold the correct Minnesota income tax from your pay. Consider completing a new Form W-4MN each year and when your personal or financial situation changes. If no Form W-4MN is in effect, the number of withholding allowances claimed will be zero.

First Name and Initial	Last Name	Social Security Number
ELIZABETH M	HANSEN	472-08-4017

Permanent Address: 121 B W TRACY RD

City: SPRING VALLEY State: MN ZIP Code: 55975

Marital Status *(Check one)*:
- [x] Single; Married, but legally separated; or Spouse is a nonresident alien
- [ ] Married
- [ ] Married, but withhold at higher Single rate

Complete Section 1 OR Section 2, then sign the bottom and give the completed form to your employer.

[ ] Section 1 — Determining Minnesota Allowances

A Enter "1" if no one else can claim you as a dependent ..... A 1

B Enter "1" if any of the following apply: ..... B

- You are single and have only one job
- You are married, have only one job, and your spouse does not work
- Your wages from a second job or your spouse's wages are $1500 or less

C Enter "1" if you are married. Or 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 0

D Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return. ..... D 0

E Enter "1" if you will use the filing status Head of Household *(see instructions)*..... E 0

F Add steps A through E. If you plan to itemize deductions on your 2023 Minnesota income tax return, you may also complete the Itemized Deductions and Additional Income Worksheet..... F 1

1 **Minnesota Allowances.** Enter Step F from Section 1 above or Step 10 of the Itemized Deductions Worksheet 1 1

2 Additional Minnesota withholding you want deducted for each pay period *(see instructions)* ..... 2 $

[ ] Section 2 — Exemption From Minnesota Withholding

Complete Section 2 if you claim to be exempt from Minnesota income tax withholding *(see Section 2 instructions for qualifications)*. If applicable, check one box below to indicate why you believe you are exempt:

- [ ] **A** I meet the requirements and claim exempt from both federal and Minnesota income tax withholding
- [ ] **B** Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding, because:
  - I had no Minnesota income tax liability last year
  - I received a refund of all Minnesota income tax withheld
  - I expect to have no Minnesota income tax liability this year
- [ ] **C** All of these apply:
  - My spouse is a military service member assigned to a military location in Minnesota
  - My domicile (legal residence) is in another state
  - I am in Minnesota solely to be with my spouse. My state of domicile is _____
- [ ] **D** I am an American Indian that resides and works on a reservation for which I am enrolled *(see instructions)*.
  Enter the reservation name: _____
  Enter your Certificate of Degree of Indian Blood (CDIB)/Enrollment number: _____
- [ ] **E** I am a member of the Minnesota National Guard or an active-duty U.S. military member and claim exempt from Minnesota withholding on my military pay
- [ ] **F** I receive a military pension or other military retirement pay as calculated under U.S. Code, title 10, sections 1401 through 1414, 1447 through 1455, and 12733, and I claim exempt from Minnesota withholding on this retirement pay

I certify that all information provided in Section 1 ***OR*** *Section 2 is correct. I understand there is a $500 penalty for filing a false Form W-4MN.*

Employee's Signature	Date	Daytime Phone Number
[signature]	4-11-23	507-421-9311

Employees: Give the completed form to your employer.

Employers

See the employer instructions to determine if you must send a copy of this form to the Minnesota Department of Revenue. If required, enter your information below and mail this form to the address in the instructions. (Incomplete forms are considered invalid.) We may assess a $50 penalty for each required Form W-4MN not filed with us. Keep a copy for your records.

Name of Employer	Minnesota Tax ID Number	Federal Employer ID Number (FEIN)

Address	City	State	ZIP Code

Form **8850** (Rev. March 2016)
Department of the Treasury
Internal Revenue Service

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

▶ Information about Form 8850 and its separate instructions is at *www.irs.gov/form8850.*

OMB No. 1545-1500

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

Your name ELIZABETH HANSEN Social security number ▶ 472-08-4017

Street address where you live 121 B W TRACY RD

City or town, state, and ZIP code SPRING VALLEY MN 55975

County FILLMORE Telephone number 507-421-9311

If you are under age 40, enter your date of birth (month, day, year) 9-16-1986

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.

7 ☐ Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

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 ▶ [signature] Date 4-11-23

Employment Eligibility Verification

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ 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)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*
HANSEN	ELIZABETH	M	MILLER

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code
121B W TRACY RD		SPRING VALLEY	MN	55975

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
09-16-1986	472-08-4817	liz_miller28@hotmail.com	507-421-9311

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 boxes):

- [x] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States *(See instructions)*
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- [ ] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
  Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
   OR
2. Form I-94 Admission Number: _____
   OR
3. Foreign Passport Number: _____
   Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*
[signature]	4-11-23

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator.
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's 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

employer solutions staffing group.

Notification of Minnesota Law Requirement – Unemployment Acknowledgement

According to Minnesota Statute section 268.095, subdivision 2, paragraph (d), an applicant who, within five calendar days after completion of a suitable job assignment from a staffing service, (1) fails without good cause to affirmatively request an additional suitable job assignment, (2) refuses without good cause an additional suitable job assignment offered, or (3) accepts employment with the client of the staffing service, is considered to have quit employment.
This paragraph applies only if, at the time of beginning of employment with the staffing service, the applicant signed and was provided a copy of a separate document written in clear and concise language that informed the applicant of this paragraph and that unemployment benefits may be affected.

It is your responsibility to contact ESSG through the recruiter stated below for additional assignments. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact ESSG through the recruiter stated below within 5 calendar days once an assignment ends. I also acknowledge that I have been provided a copy of this form. SM _ (Initial)

Recruiter: Corporate Management Group

Phone Number: 303-9201425

Address: 1501 W. 124th Ave Unit 500 Westminster, CO 80234

Employee Signature: _____ Date: 4-11-23

ELIZABETH HANSEN

Employee (please print your name here)

Pay Information

Payday is every Friday

Name: ELIZABETH HANSEN

Last 4 of SSN: 4017

Please mark what option you choose

X **Direct Deposit**

Bank Name HOME FEDERAL

Routing Number 291270050

Account Number 0127027505

Circle One

Checking -or- Savings

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 included if the account number that I provide is incorrect.

Initial EH

_____ **Bank of America Money Network Card**

↓ *Office Use Only* ↓

Routing Number _____

Account Number _____

I authorize ESSG to send my paycheck stub electronically to the email address that is listed below from this date forward.

Email liz_miller28@hotmail.com

Initial EH

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

CMG Corporate Management Group
Workforce Management & Staffing Experts

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)* HANSEN, ELIZABETH Date: 4-11-23

Address: *(Street Address)* 121 B W TRACY RD *(Apt. /Unit #)* _____

(City) SPRING VALLEY *(State)* MN *(ZIP Code)* 55975

Phone: 507-421-9311 Email: liz_miller28@hotmail.com

Social Security No. 472-08-4017 Date Available: ASAP

Position Applied for: SANITATION Desired Salary: 17.00

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

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

How did you hear about us? INDEED Referral Name: _____ 3S

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? _____No __X__Yes

Weekends Okay

Education

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	KINGSLAND	SPRING VALLEY	4	DIPLOMA
College	RCTC	ROCHESTER	1½	GENERAL STUDY
Bus. Or Trade School				
Professional School				

N@h OF5|0

BG-Pending
EV-Pending

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

Previous Employment

Company: J: S Phone: 507-208-8703

Address: GRAND MEADOW Supervisor: ANGELA

Job Title: COMPUTER WORK Starting Salary: $ 15 Ending Salary: $ 15

Responsibilities: BILLING FOR COMPANY

From: 2023 To: 2023 Reason for Leaving: LOOKING FOR DIFF LABOR WORK More Physical Pos.

May we contact your previous supervisor for reference? X Yes __ No

---

Company: MAYO CLINIC Phone: 507-284-6455

Address: ROCHESTER Supervisor: AMBER NELSON

Job Title: VARIOUS Starting Salary: $ 12.00 Ending Salary: $ 24.00

Responsibilities: VARIOUS

From: 2006 To: 2022 Reason for Leaving: CHANGE

May we contact your previous supervisor for reference? X 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: _____ Date: 4-11-23

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

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: 4-11-23

CMG Preliminary Questions

CMG Corporate Management Group
Workforce Management & Staffing Experts

Name: LIZ HANSEN

Date: 4-11-23

Please Mark Yes or No

1. If hired are you willing to take a drug test? **Yes** **No** KS
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? **Yes** **No**
3. Are you able to work with pork? **Yes** **No**

Please Mark Your Preferred Position

4. Which plant do you prefer? **South** **North**
5. What shift to you prefer? **1st** **2nd** **3rd**

BS

Have you ever been convicted of a crime? Yes X No____

Explain Incident DWI x2

Employee Signature

Interviewer Signature

Elizabeth Marie Hansen

229 10th AVE SE
Rochester, MN 55904
(507) 421-9311

SKILLS SUMMARY

Noteworthy organizational skills; detail-oriented. Prioritize workload and complete tasks. Tenacious under pressure; persevere with commitments to satisfactory conclusion. Demonstrate respect for authority and organizational structure.
Service-oriented. Motivated to work efficiently without direct supervision in busy environment. Flexible to changing priorities. Learns new skills rapidly.
Strong interpersonal skills and a team player. Interact positively with a wide range of people; considerate, compassionate and accepting. Understand and carefully follow instructions. Pay strict attention to set standards and guidelines. Gather information before making decisions. Accept responsibility for accuracy of work.

EMPLOYMENT HISTORY

Gonda Building, Rochester, Minnesota December 2021 to November 2022
ANESTHESIA TECHNICIAN
On Gonda floor 15, I was assigned to work in four different areas. I was responsible to work in our pain hall, the operating rooms, the pre and post surgical area, and retina.

Hilton Building, Rochester, Minnesota February 2018 to December 2021
CUSTODIAN
This position consisted of cleaning various rooms and removing waste from those areas. I was responsible being able operate different machinery such as a floor machine, cardboard bailer, carpet cleaner, etc.

St. Mary's Hospital, Rochester, Minnesota October, 2015 to present
CARDIOVASCULAR MONITORING TECHNICIAN
My current job consists of assisting physicians and other cardiovascular surgery staff in conducting patient care. We are responsible for monitoring adult and pediatric access lines in the patients. This includes central lines as well as arterial and other venous lines. In the ICU we are responsible for making sure these lines are hooked up and flushed correctly. We also assist with putting lines in, handing off sterile items, and putting in radial arterial lines. In addition, we also pull the lines when they no longer need them for the patient. In the operating rooms we run various machines that test a patient's cardiac flow, that burn or freeze tissue, help pump your heart, etc. We assist the OR staff by getting them patient blood, retrieving any and all supplies they might need, and help taking the patients to the ICU.

St. Mary's Hospital, Rochester, Minnesota MAY, 2013 to October, 2015
ANESTHESIA ASSISSTANT
As an Anesthesia Assistant, I worked on first floor of the Mary Brigh building at St. Mary's Hospital. I was responsible for opening the operating rooms and making sure they are stocked and ready to start the cases every day. I also fill out CDM reports for each patient case, which includes the patient's medical and surgical history. This job also includes ordering supplies that are used by the anesthesia staff each day. This included drugs, core supplies, and the supplies that are in the anesthesia workroom. I was required to watch our light system, which lets us know when an operating room needs supplies, blood, equipment, etc. Turning over an OR between cases and stocking and cleaning it when the room is closed for the day are included in the job responsibilities.

St. Mary's Hospital, Rochester, Minnesota May, 2006 to May, 2013
HOUSEKEEPER/JANITOR
Take pride in having cleaned most areas in the hospital with acknowledgment for a superior performance. Daily tasks include cleaning floors, preparing and sanitizing patient rooms, bathrooms, surgical suites, etc. I was responsible for moving multiple kinds of equipment for patient use. I have work experience with many pieces of equipment including floor machines stripping and waxing equipment, pallet jacks, cardboard compactors, etc.

Subway Restaurant, Spring Valley, Minnesota June, 2004 to May, 2006
CASHIER / FOOD PREPARER / CLOSER
My daily responsibilities included keeping the restaurant appearance looking tidy and appealing, accurately and efficiently operated cash register and filling orders, keeping waiting time for customers to a minimum. Rewarded for timely and efficient service to customers and keeping accurate records of revenue and cost by being assigned as a closer.

EDUCATION

Completed three semesters of general study - Rochester Community and Technical College
Graduate, Kingsland High School - Spring Valley, Minnesota

REFERENCES

Debby Westphal 507-951-3304

Kim Morrison 507-951-9583

SOCIAL SECURITY

472-08-4017

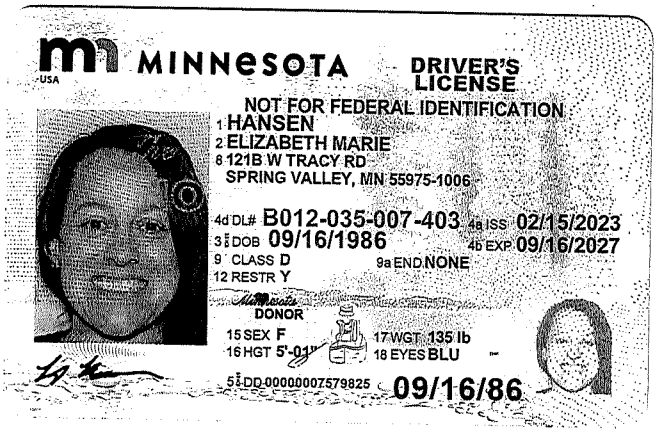
THIS NUMBER HAS BEEN ESTABLISHED FOR

ELIZABETH MARIE
HANSEN

SIGNATURE

02/17/2015

COPY COPY COPY



MINNESOTA DRIVER'S LICENSE

NOT FOR FEDERAL IDENTIFICATION

1 HANSEN
2 ELIZABETH MARIE
8 121B W TRACY RD
SPRING VALLEY, MN 55975-1006

4d DL# B012-035-007-403 4a ISS 02/15/2023
3 DOB 09/16/1986 4b EXP 09/16/2027
9 CLASS D 9a END NONE
12 RESTR Y

DONOR

15 SEX F 17 WGT 135 lb
16 HGT 5'-01" 18 EYES BLU

5 DD 00000007579825 09/16/86