



## 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 this form stating that you received your log in information.

**CMG/ESSG/Reichel Foods Handbook**

**Healthcare Notice of Exchange and Website for Enrollment**

**Safety Policy**

**Drug and Alcohol Testing Policy**

**View Paystubs**

**Employee Notice of Employment and Wage**

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

**\*\*do not fill out the login name or password. CMG will provide you with this information\*\***

Login Name: 5073228796

Login Password: Elizaba8906

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 content, it is my responsibility to address my questions with a CMG representative. I also 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: EH Date: 5-5-2026

## Employee Photo Release Form

I, Elizabeth Onchonga 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.

Signature: EH

Date: 6-5-26

## Emergency Contact Information

Please list at least one person 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

Contact #2

Name: SAMUEL ONCHONGA

Name: NANCY OMWENGA

Relationship: SON

Relationship: DAUGHTER

Phone Number: 952-649-2978

Phone Number: 507-222-8796

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

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

## Authorization to Enter New Hire Information

By signing below, I authorize a member of Corporate Management Group to enter my new hire paperwork into ESSG's online Zenople Employee Portal. I understand that I will be provided access via login name and password to view forms that have been entered on my behalf.

Signature: EH

Date: 6-5-2026

## 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 job offer to apply for insurance through ESSG via the log in information provided to me.

Signature: EH

Date: 6/5/2026

## Electronic W-2 Consent

The IRS has approved employers to send W-2's electronically to employees. You will receive your W-2 faster and have access to your W-2 at anytime.

Would you like to receive your W-2 statement electronically? Yes ☐ No ☒

Email: onjwa1986@gmail.com

## Background Check Authorization

I, hereby authorize and its designated agents and representatives to conduct a comprehensive background check as part of the employment screening process. This background check may include, but is not limited to, the following:

1. Criminal background check: This may involve researching and reporting any criminal convictions or pending criminal cases.
  2. Employment history verification: This may include contacting past employers to verify work history, job titles, dates of employment, and reasons for leaving.
  3. Education verification: This may include verifying academic degrees, diplomas, and certificates from educational institutions.
  4. Professional references: This may involve contacting individuals listed as professional references by the employee to assess their qualifications and suitability for the position.
  5. Credit history check (if applicable): This may include obtaining information related to the employee's credit history and financial responsibility.
- Driving record check (if applicable): This may involve reviewing the employee's driving history, including any traffic violations and accidents.

### Release of Information:

I understand that, in the course of the background check process, may need to disclose my personal information to third-party vendors or agencies for the purpose of obtaining the necessary background information. I consent to the release of such information.

By signing below, I acknowledge that I have read and understand the terms of this consent form and voluntarily consent to the background check described herein.

Signature: ESG

Date: 6-5-26

## 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.

Signature: ESG

Date: 6-6-2026

## Work Opportunity Tax Credit

Please circle Yes or No to the following questions:

- In the last year, have you or anyone you've lived with received SNAP (Supplemental Nutrition Assistance Program also referred to as food stamps)? **Yes/No**
- In the last two years, have you or anyone you've lived with received TANF (Temporary Assistance for Needy Families also referred to as welfare)? **Yes/No**
- Are you a veteran of the U.S. Military/Armed Forces? **Yes/No**
- Are you a person who has a disability? **Yes/No**
- Have you ever been convicted of a felony? **Yes/No**
- Are you unemployed? **Yes/No**
- Have you collected unemployment benefits at any time during your unemployment period? **Yes/No**

Thank you for taking the time to complete this survey related to IRS Form 8850 (Pre-screening Notice and Certification Request for the Work Opportunity Tax Credit) and the ETA Form 9175 (Long-Term Unemployment Recipient Self-Attestation Form). These forms are used to verify the information you have provided and to manage the important WOTC jobs program.

If you agree with the following declaration, click the submit button to electronically sign the Forms 8850 and (if applicable) 9175. Your electronic signature will authorize the Veterans Administration, Department of Vocational Rehabilitation, Tribal Governments, federal and state unemployment insurance offices, or other applicable agency to release verification of information to TCC. If the name is incorrect, type in your correct name and click the submit button to electronically 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.*

Signature: Eti Date: 6-5-26

## Direct Deposit

Payday is weekly on Friday.

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_ Account # \_\_\_\_\_

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 account number that provide is incorrect.

☒ Please check here if you do not have your account information or have an account. We will provide you with a Bank of America Money Network Card.

☐ Please check here if you would like your paystubs electronically emailed to your email address.

Signature: Eti Date: 5/6/26

## ACCOUNT INFORMATION SLIP/VOLANTE DE INFORMACIÓN DE CUENTA

### STEP 1:

Complete the following information/Completa los siguientes datos

First Name/Nombre:

Last Name/Apellido:

Employee ID Number/Número de Empleador:

Social Security Number (optional)/Número de Seguro Social (opcional)

### STEP 2:

Employer: Detach this slip and retain information for your records.

Desprende este volante y entrégaselo a tu patron o empleador. No necesitaras usar esta información nuevamente.

#### FOR EMPLOYER USE ONLY:

PARA USO DEL PATRONO O EMPLEADOR SOLAMENTE

ROUTING NUMBER: 084003997

ACCOUNT NUMBER: 3026200000172031

Money Network Checks and Money Network Cards are issued by Pathward, N.A., Member FDIC.

## BALANCE AND TRANSACTION LIMITS SCHEDULE

### Load Limitations<sup>1,2,3</sup>

Maximum Account Balance  
ACH Deposit of Other Funds (Direct Deposit)  
Load Check Funds Via Mobile App<sup>\*1,2</sup>  
Load Cash at Load Location  
Secondary Account Secondary  
Account Transfer

### Limit Amount<sup>1,2,3</sup>

\$8,000  
\$4,000 per day | \$8,000 per calendar month  
\$25- \$2,500 per check | \$5,000 per day | \$10,000 per month  
\$1,100 per transaction | \$2,500 per day | \$5,000 per month  
\$8,000 maximum account balance  
\$1,000 per day | \$2000 per month

### Withdrawal Limitations<sup>1,2</sup>

ATM Withdrawal Limit Money  
Network Check Limit  
Bank/Teller Over the Counter Withdrawal  
ACH Transfer to Domestic Bank  
ACH Transfer to International Bank

### Limit Amount<sup>1,2</sup>

\$600 per transaction and per day  
\$9,999.99 per Check and per day  
\$8,000 per transaction and per day  
\$8,000 per transaction | \$16,000 per day | \$64,000 per month  
\$1,000 per transaction and per day | \$2,000 per month



## EEO Information

Please choose one option under the following:

| Gender                                      |
|---------------------------------------------|
| -No Answer                                  |
| <input checked="" type="checkbox"/> -Female |
| -Male                                       |
| -Non Binary                                 |
| -Other                                      |

| Marital Status                               |
|----------------------------------------------|
| -No Answer                                   |
| -Divorced                                    |
| <input checked="" type="checkbox"/> -Married |
| -Unmarried                                   |
| -Widowed                                     |

| Ethnicity                                                      | Veteran                                          |
|----------------------------------------------------------------|--------------------------------------------------|
| -Alaska Native                                                 | -Vietnam Era Veteran                             |
| -Asian                                                         | -Veteran                                         |
| <input checked="" type="checkbox"/> -Black or African American | <input checked="" type="checkbox"/> -Non-Veteran |
| -Hispanic Latino                                               | -Other Protected Veteran                         |
| -Native Hawaiian                                               | -Recently Separated Veteran                      |
| -Other Pacific Islander                                        | -Special Disabled Veteran                        |
| -Two or more Races                                             | -No Answer                                       |
| -Unknown Ethnicity                                             |                                                  |
| -White                                                         |                                                  |
| -No Answer                                                     |                                                  |

Signature: Efi

Date: 6-5-2026



# Employment Eligibility Verification

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

USCIS

Form I-9

OMB No.1615-0047

Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**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.

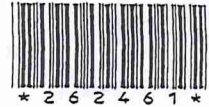
|                                                                                                                                                                                                                                                                                                                                              |                                                   |                                                                                                                                 |                                                        |                                     |                                                    |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------|----------------------------------------------------|--------------------------|
| Last Name (Family Name)<br><b>ONCHONGA</b>                                                                                                                                                                                                                                                                                                   |                                                   | First Name (Given Name)<br><b>ELIZABA</b>                                                                                       |                                                        | Middle Initial (if any)<br><b>K</b> | Other Last Names Used (if any)                     |                          |
| Address (Street Number and Name)<br><b>2742 Georgetowne Pl NW</b>                                                                                                                                                                                                                                                                            |                                                   | Apt. Number (if any)<br><b>2742</b>                                                                                             | City or Town<br><b>ROCHESTER</b>                       |                                     | State<br><b>MN</b>                                 | ZIP Code<br><b>55901</b> |
| Date of Birth (mm/dd/yyyy)<br><b>01-01-1963</b>                                                                                                                                                                                                                                                                                              | U.S. Social Security Number<br><b>013-95-8906</b> |                                                                                                                                 | Employee's Email Address<br><b>onjos1986@gmail.com</b> |                                     | Employee's Telephone Number<br><b>952-649-2778</b> |                          |
| I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct. |                                                   | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):   |                                                        |                                     |                                                    |                          |
|                                                                                                                                                                                                                                                                                                                                              |                                                   | <input type="checkbox"/> 1. A citizen of the United States                                                                      |                                                        |                                     |                                                    |                          |
|                                                                                                                                                                                                                                                                                                                                              |                                                   | <input type="checkbox"/> 2. A noncitizen national of the United States (See instructions.)                                      |                                                        |                                     |                                                    |                          |
|                                                                                                                                                                                                                                                                                                                                              |                                                   | <input checked="" type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.) <b>233-199-997</b>                |                                                        |                                     |                                                    |                          |
|                                                                                                                                                                                                                                                                                                                                              |                                                   | <input type="checkbox"/> 4. A noncitizen (other than item numbers 2. and 3. above) authorized to work until (exp. date, if any) |                                                        |                                     |                                                    |                          |
|                                                                                                                                                                                                                                                                                                                                              |                                                   | If you check item number 4., enter one of these:                                                                                |                                                        |                                     |                                                    |                          |
|                                                                                                                                                                                                                                                                                                                                              |                                                   | USCIS A-Number                                                                                                                  |                                                        | OR                                  | Form I-94 Admission Number                         |                          |
|                                                                                                                                                                                                                                                                                                                                              |                                                   |                                                                                                                                 |                                                        | OR                                  | Foreign Passport Number and Country of Issuance    |                          |
| Signature of Employee<br><b>Eti</b>                                                                                                                                                                                                                                                                                                          |                                                   | Today's Date (mm/dd/yyyy)<br><b>5-5-26</b>                                                                                      |                                                        |                                     |                                                    |                          |

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

| List A                                                                                                                                                                                                                                                                                                                           |  | OR                                                                                                               | List B                                                                     | AND | List C                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----|--------------------------------------------|
| Document Title 1                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                  |                                                                            |     |                                            |
| Issuing Authority                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                            |
| Document Number (if any)                                                                                                                                                                                                                                                                                                         |  |                                                                                                                  |                                                                            |     |                                            |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                         |  |                                                                                                                  |                                                                            |     |                                            |
| Document Title 2 (if any)                                                                                                                                                                                                                                                                                                        |  | Additional Information                                                                                           |                                                                            |     |                                            |
| Issuing Authority                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                            |
| Document Number (if any)                                                                                                                                                                                                                                                                                                         |  |                                                                                                                  |                                                                            |     |                                            |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                         |  |                                                                                                                  |                                                                            |     |                                            |
| Document Title 3 (if any)                                                                                                                                                                                                                                                                                                        |  |                                                                                                                  |                                                                            |     |                                            |
| Issuing Authority                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                            |
| Document Number (if any)                                                                                                                                                                                                                                                                                                         |  |                                                                                                                  |                                                                            |     |                                            |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                         |  |                                                                                                                  |                                                                            |     |                                            |
|                                                                                                                                                                                                                                                                                                                                  |  | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |                                                                            |     |                                            |
| Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States. |  |                                                                                                                  |                                                                            |     | First Day of Employment (mm/dd/yyyy):      |
| Last Name, First Name and Title of Employer or Authorized Representative<br><b>ONCHONGA ELIZABA</b>                                                                                                                                                                                                                              |  |                                                                                                                  | Signature of Employer or Authorized Representative<br><b>Eti</b>           |     | Today's Date (mm/dd/yyyy)<br><b>5-5-26</b> |
| Employer's Business or Organization Name                                                                                                                                                                                                                                                                                         |  |                                                                                                                  | Employer's Business or Organization Address, City or Town, State, ZIP Code |     |                                            |

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.



# 2026 W-4MN, Minnesota Employee Withholding 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<br><b>ELIZERA K</b>                                                                                                                                                                               | Last Name<br><b>ONCHONGA</b> | Social Security Number<br><b>013-95-8906</b> |
| Permanent Address<br><b>ROCHESTER</b>                                                                                                                                                                                    | City<br><b>MN</b>            | State<br><b>55901</b>                        |
| Marital Status (Check one):                                                                                                                                                                                              |                              |                                              |
| <input type="checkbox"/> Single; Married, but legally separated; or Spouse is a nonresident alien<br><input checked="" type="checkbox"/> Married<br><input type="checkbox"/> 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 0

B Enter "1" if any of the following apply: ..... B 0

- 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 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 1

D Enter the number of dependents 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 2026 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 \$ 0

### ☐ 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<br><b>ELI</b> | Date<br><b>06-05-26</b> | Daytime Phone Number<br><b>952-649-2978</b> |
|------------------------------------|-------------------------|---------------------------------------------|

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                    |

# Employee's Withholding Certificate

OMB No. 1545-0074

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.

**2026**

|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                              |                              |                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1:</b><br>Enter<br>Personal<br>Information                                                                                                                                                                          | (a) First name and middle initial<br><u>Elizabeth K</u>                                                                                                                                                                                                                                                                                      | Last name<br><u>ONCHONGA</u> | (b) Social security number<br><u>013 95 8906</u>                                                                                                                                                    |
|                                                                                                                                                                                                                             | Address<br><u>2742 Georgetown PL NW</u>                                                                                                                                                                                                                                                                                                      |                              | 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 <a href="http://www.ssa.gov">www.ssa.gov</a> . |
|                                                                                                                                                                                                                             | City or town, state, and ZIP code<br><u>Rochester MN 55901</u>                                                                                                                                                                                                                                                                               |                              |                                                                                                                                                                                                     |
|                                                                                                                                                                                                                             | (c) <input type="checkbox"/> Single or Married filing separately<br><input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse<br><input type="checkbox"/> 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.) |                              |                                                                                                                                                                                                     |
| Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information. |                                                                                                                                                                                                                                                                                                                                              |                              |                                                                                                                                                                                                     |

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**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, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 2:</b><br>Multiple Jobs<br>or Spouse<br>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.<br>Do <b>only one</b> of the following.<br>(a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or<br>(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or<br>(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 Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate . . . . . <input type="checkbox"/> |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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.)

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Step 3:</b><br>Claim<br>Dependent<br>and Other<br>Credits | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):<br>(a) Multiply the number of qualifying children under age 17 by \$2,200 . . . . .<br>(b) Multiply the number of other dependents by \$500 . . . . .<br>Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here . . . . .                                                                                                                                                                                                                                                                   | 3(a) \$<br>3(b) \$<br>3 \$    |
| <b>Step 4:</b><br>Other<br>Adjustments                       | (a) <b>Other income (not from jobs).</b> 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 . . . . .<br>(b) <b>Deductions.</b> Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . . .<br>(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . . | 4(a) \$<br>4(b) \$<br>4(c) \$ |

|                         |                                                                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exempt from withholding | I claim exemption from withholding for 2026, and I certify that I meet <b>both</b> of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027 . . . . . <input type="checkbox"/> |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                |                                                                                                                                                                                                                                                                |  |  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Step 5:</b><br>Sign<br>Here | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.<br><u>EH Elizabeth K Onchonga</u> <u>5/6/26</u><br>Employee's signature (This form is not valid unless you sign it.) Date |  |  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

|                       |                             |                          |                                      |
|-----------------------|-----------------------------|--------------------------|--------------------------------------|
| <b>Employers Only</b> | Employer's name and address | First date of employment | Employer identification number (EIN) |
|-----------------------|-----------------------------|--------------------------|--------------------------------------|

## Voluntary Self-Identification of "Protected" Veteran Status

### Why Are You Being Asked to Complete This Form?

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). VEVRAA requires Government contractors to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

### How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

☐ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW

☒ I AM NOT A PROTECTED VETERAN

☐ I DO NOT WISH TO ANSWER

ELIZABETH ONCHONGA

Your Name

6-5-26

Today's Date



**Consent to Receive Employer Solutions Staffing Group II, LLC  
Plan Disclosures Electronically**

(Initials)

EKO I have read and received the Statement Regarding Employer Solutions Staffing Group II, LLC Plan Electronic Disclosures (the Statement), which is set out above.

EKO I consent to receiving the type of documents described in the Statement by electronic means at the following e-mail address: CliffordGerminal2@gmail.com

EKO I understand that if my email address changes, I must notify ESSG's Employee Benefits Team by sending an email to: benefits@employersolutionsgroup.com.

EKO I confirm that I have the ability to access information in the electronic form that is described in the Statement. I understand that I will receive copies of the types of documents described in the Statement only in the electronic form described there unless I exercise my right to affirmatively request a paper copy of such document. I understand that I can withdraw this consent at any time by sending an e-mail to ESSG's Employee Benefits Team at: benefits@employersolutionsgroup.com with the subject line: **CONSENT WITHDRAWN FOR ELECTRONIC DISCLOSURE** and include in the body my full name, address and phone number.

                     I **DO NOT** consent to receiving the type of documents described in the Statement by electronic means.

Print Name: ELIZABETH ONCHONGA

E-mail Address to be used for Electronic Delivery: onj351986@gmail.com

Signature: EKO Date: 5-6-26

# Statement Regarding Employer Solutions Staffing Group II, LLC Plan Electronic Disclosures

Individuals entitled to receive benefits under Employer Solutions Staffing Group II, LLC's Employee Benefits Plan (the Plan) are also entitled to be furnished with certain documents required by ERISA. Employer Solutions Staffing Group II, LLC intends to provide the following documents to you by electronic delivery (as described below):

- the Summary Plan Description (SPD).
- any required Summaries of Material Modifications (SMMs).
- the Summary Annual Report (SAR); and
- any documents required to be furnished under ERISA § 104(b)(4) on request by a participant or beneficiary under the Plan or made available under ERISA § 104(b)(2).

**Electronic Delivery Method to Be Used:** These ERISA-required documents will be furnished to you in each case as an attachment to an e-mail sent to the e-mail address you specify to us. The attachment will be in Microsoft Word or Adobe PDF. To access the e-mail and attached document, you must have (1) a computer with internet access; (2) access to a program (either installed or on the internet) on that computer allowing you to send and receive e-mails (such as Gmail, Yahoo Mail, or Outlook); and (3) the application program Adobe Acrobat Reader and Microsoft Word for Windows 97 or higher installed on your computer allowing you to open and read the attached document. To retain a copy of the e-mail and attached document for future reference, you must either (1) be able to print a copy on a printer attached to the computer; or (2) save a copy in electronic form onto a backup system external to your computer's hard drive (e.g., on a zip drive).

If any of these requirements change in a way that creates a material risk that you will no longer be able to access and retain electronically transmitted documents, you will be furnished with notice and required to provide an additional consent for receiving documents electronically.

**What You Must Do:** To receive documents electronically, you must do the following:

1. Provide us with an e-mail address to which electronic documents should be sent. To update your e-mail address, you must notify ESSG's Employee Benefits Team by sending an e-mail message to [benefits@employersolutionsgroup.com](mailto:benefits@employersolutionsgroup.com) that indicates in the subject line: **Change in E-Mail Address for Electronic Disclosure**.

**Your Right to a Paper Copy:** You have a right to request and obtain a paper version of any electronically transmitted document at no charge. Contact ESSG's Employee Benefits Team at 952-767-9519 or [benefits@employersolutionsgroup.com](mailto:benefits@employersolutionsgroup.com) to request a paper copy.

# 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



### Applicant Information

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

Full Name: (Last Name, First Name) Nsahonga Eizeba Date: \_\_\_\_\_

Address: (Street Address) 2742 Georgetowne PL NW (Apt. /Unit #) \_\_\_\_\_

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

Phone: 507-322-8796 Email: nancyemwengaso@gmail.com

Social Security No. 013-95-8906 Date Available: Immediately

Position Applied for: \_\_\_\_\_ Desired Wage: 22

Shift Available to work: (1st) 2<sup>nd</sup> 3<sup>rd</sup> Employment desired: (Full-Time) Part-Time

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

How did you hear about us? Referral Referral Name: Elizabeth Ogwangi

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

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? (No) Yes

### Previous Employment

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

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

Job Title: \_\_\_\_\_

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

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

May we contact your previous supervisor for reference? \_\_\_ Yes \_\_\_ No

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

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

Job Title: \_\_\_\_\_

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

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

May we contact your previous supervisor for reference? \_\_\_ Yes \_\_\_ No

## CORPORATE MANAGEMENT GROUP

### Employment Application

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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: 6-5-2026

# CMG Preliminary Questions



Name: Elizabeth Onchonga

Date: \_\_\_\_\_

## Please Mark Yes or No

1. If hired are you willing to take a drug test? Yes No
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~~ *she is able to work with pork*

## Please Mark Your Preferred Position

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

Have you ever been convicted of a crime? Yes No

Explain

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature Elizabeth

Interviewer Signature Kelly Ashill

## Complete after interview

Viewed the Production Video before interview KS initials

Viewed New Hire Manual before interview KS initials

Showed badge for punching in/out and with the call in line number  
KS initials

Name: Elizabeth AnChonga  
Date: 5/6/2026/

## Achoo!

By Cynthia Sherwood

**\*\*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 you 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 you 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

