



Go by: Lupe

CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 2/3/2015

Name Rodriguez, Guadalupe Yadira
Last First Middle Maiden

Present address 290 Westview DR # 201
Number Street
St. Paul MN 55118
City State Zip

Social Security No. 603 - 96 - 6865

Telephone 651 452-2781 E-Mail gyrodriguez

If under 18, please list age NA Referred by walk-in

Position applied for (1) <u>OPEN</u> and salary desired (2) <u>\$10.00 - 13.00</u> <small>(Be specific)</small>	Shift available to work 1 st <input checked="" type="checkbox"/> 2 nd _____ 3 rd _____
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How many hours can you work weekly? 40+ Can you work nights? NO

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

When available for work? ASAP

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

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

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School	<u>Anaheim</u>			
	<u>Continuing Education</u>			<u>GED</u>

APPLICATION FOR EMPLOYMENT

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

What is your means of transportation to work? Vehicle

Driver's license number F836 024913517 State of issue MN

Operator ___ Commercial (CDL) ___ Chauffeur ___

Expiration date 8-6-2014

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

If so, how many? _____

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

If so, how many? _____

Please list two references other than relatives or previous employers.

Name Nora Rega Name Janet Cruz

Position team line lead Position Customer Service Supervisor

Company General Mills. Company Japs Olson Corp.

Address N/A Address N/A

Telephone (763) 807-0958 Telephone (612) 242-1830

APPLICATION FOR EMPLOYMENT

MILITARY

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

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

Branch _____ Specialty _____

Date Entered _____ Discharge Date _____

WORK EXPERIENCE

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

ENCLOSED COPY OF RESUME.

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	To	Final
Telephone () _____	Your last job title _____	

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

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May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

**PLEASE READ CAREFULLY
APPLICATION FORM WAIVER**

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

I agree that:

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

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

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

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

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

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

Signature of applicant

Gradalupe Rodriguez

Date:

2/3/2015

Guadalupe Rodriguez

290 Westview Drive #201. St Paul Mn 55118.(952) 452-2781.gyrodriquez1985@gmail.com

Summary of Qualifications: 9 years of combine experience in Customer Service and Administrative support, with particular emphasis establishing positive relations with clients, analyzing clients needs, executing concerns effectively.

Skills: Knowledge to operate office technology. Proficient in MS word PC functions, excellent Interpersonal skills. self driven. Typing 30-35 wpm. Fluent in Spanish.

Education: 2003– 2004 ORANGE COUNTY CA OCCUPATIONAL PROGRAM

A module designed to prepare students for on-job-training requirements. Oriented with regards to career search and preparation strategies. Certified in Marketing & Financial Services completed 1yr course, On -Job-Training : 3months Teller at Bank of America.

2000-2003 ANAHEIM CALIFORNIA CONTINUING ED, GED

07/2011-07/2014 CUSTOMER SERVICE OPERATOR, VANWAGENEN FINANCIAL

- Make 128 outgoing calls per day.
- Receive incoming calls, completing transaction in a timely manner.
- Refer unsolved customers grievances to designated departments for further investigation.
- Calling insurance companies or agents to verify insurance coverage.
- Follow up with customers to confirm certain aspects of their insurance coverage.

2009-2011 FRONT DESK CLERK, SOUTHWING MANAGEMENT (SPINNAKER)

- Provide administrative, reception and support to other departments.
- Ensure all cash transactions are equivalent and accounted for.
- Manage phone activity including providing general information to callers.
- Register and assign room to guests.
- Resolve guest complaints within scope of authority. Respond to guest inquiries.
- Complete and verify guest internet reservations.
- Operate wide range of office technology.
- Provide on-the-job training to new employees.

04/2008 –06-2008 ADMINSTRATIVE CLERK, ALFA PAINTING INC.

- Make appointments
- Direct calls and respond to inquiries.
- Provide reception services.
- Transcribe formats, inputs, edits, retrieves, copies and transmits correspondence.
- Record, dates stamps and distributes all incoming mail.

2007-2008 CUSTOMER SERVICE REP, SSI STAFFING GROUP (Japs Olson Company)

- Sell products and place orders in computer system.
- Identify research and solve customers' issues.
- Research billing issues.
- Provide customer with products and services.
- Answer phones and respond to customer requests.

References available upon request