



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/cm>

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

Login Name: 6124564938

Login Password: Jars 9240

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: [Signature] Date: 9/16/2024

## Employee Photo Release Form

I, \_\_\_\_\_ 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: HUB Date: 09-11-2024

## 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: Amal Jaiso

Name: Autama Jaiso

Relationship: Cousin

Relationship: Cousin

Phone Number: 651-724-3862

Phone Number: 507-491-3263

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.

## 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: HUB Date: 09-11-2024

## 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: HUB Date: 09-11-2024

## 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: 2441 highway 52nd apt 3 301

## 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: HUB Date: 09-11-2021

## 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: HUB Date: 09-11-2021

## 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: HWR

Date: 09-11-2024

## Direct Deposit

Payday is weekly on Friday.

Bank Name Wells Fargo Routing # 0900019 Account # 8221474896

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: HWR

Date: 09-11-2024

# 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.

**2024**

<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial <u>Habiba Beulah</u>	Last name <u>JAYSO</u>	(b) Social security number <u>205 29-9240</u>
	Address <u>16411 Highway 52, apt. 3301</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 800-772-1212 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code <u>Rockchester MN</u>		
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <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.)			

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).

**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) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(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

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: Claim Dependent and Other Credits</b>	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 \$ <u>0</u>	
	Multiply the number of other dependents by \$500 \$ <u>0</u>	
	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 <u>3</u>	\$
<b>Step 4 (optional): Other Adjustments</b>	(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 <u>4(a)</u>	\$
	(b) <b>Deductions.</b> 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 <u>4(b)</u>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period <u>4(c)</u>	\$

**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.

HJB  
 Employee's signature (This form is not valid unless you sign it.)

09-11-2024  
 Date

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



**2024 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 <u>Habiba B</u>	Last Name <u>Jaiso</u>	Social Security Number <u>205-89-9240</u>
Permanent Address <u>A 301 Hwy N</u>		Marital Status (Check one): <input checked="" type="checkbox"/> Single; Married, but legally separated; or Spouse is a nonresident alien <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate
City <u>Rochester</u>	State <u>MA</u>	ZIP Code <u>01501</u>

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 \_\_\_\_\_
- 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 \_\_\_\_\_
- D Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return. .... D \_\_\_\_\_
- E Enter "1" if you will use the filing status Head of Household (see instructions)..... E \_\_\_\_\_
- F Add steps A through E. If you plan to itemize deductions on your 2024 Minnesota income tax return, you may also complete the Itemized Deductions and Additional Income Worksheet. .... F \_\_\_\_\_

- 1 Minnesota Allowances. Enter Step F from Section 1 above or Step 10 of the Itemized Deductions Worksheet ..... 1 0
- 2 Additional Minnesota withholding you want deducted for each pay period (see instructions) ..... 2 5

**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 <u>HJB</u>	Date <u>09-11-2024</u>	Daytime Phone Number <u>617-456-4938</u>
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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 <u>2nd Highway S2 Mart 301</u>	City <u>Rochester</u>	State <u>MA</u>
		ZIP Code <u>01501</u>



**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) <i>Jano</i>		First Name (Given Name) <i>Habiba</i>		Middle Initial (if any) <i>B</i>	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy) <i>02-12-1994</i>	U.S. Social Security Number <i>2051899210</i>	Employee's Email Address <i>2441 highway 52 apt 301</i>			Employee's Telephone Number <i>612 456-4938</i>	
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 checked="" type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
		<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 <i>HJB</i>				Today's Date (mm/dd/yyyy) <i>09-11-2024</i>		

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)		<b>Additional Information</b>  <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.				
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)						
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			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	
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.

## EEO Information

Please choose one option under the following:

<b>Gender</b>
-No Answer
-Female
-Male
-Non Binary
-Other

<b>Marital Status</b>
-No Answer
-Divorced
-Married
-Unmarried
-Widowed

<b>Ethnicity</b>	<b>Veteran</b>
-Alaska Native	-Vietnam Era Veteran
-Asian	-Veteran
-Hispanic Latino	-Non-Veteran
-Other Pacific Islander	-Other Protected Veteran
-Unknown Ethnicity	-Recently Separated Veteran
-No Answer	-Special Disabled Veteran
	-No Answer

Signature: HUB

Date: 09-11-2021

**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

9/11  
1230p



rehu

**Applicant Information**

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

Full Name: (Last Name, First Name) Habiba Jaiso Date: 09-10-2024

Address: (Street Address) 2441 Highway 52 N. (Apt./Unit #) 3-301

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

Phone: 612-456-4938 Email: weat habiba@gmail.com

Social Security No. 203-899640 Date Available: 09-11-2024

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

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

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

How did you hear about us? website Referral Name: website

If under 18, please list age: older than

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

15  
Standby  
FT/perm  
No Weekend  
Concern  
\$1500

**Previous Employment**

Company: radio clinic Phone: 507 2550095

Address: 1216 2nd St. SW Rochester MN 55902 Supervisor: Hilly

Job Title: housekeeping

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: no longer

May we contact your previous supervisor for reference?  Yes  No

Company: Blanchet Food Market Phone: \_\_\_\_\_

Address: 763 Kasota Ave SE Minneapolis MN 55414 Supervisor: \_\_\_\_\_

Job Title: Package

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

From: 09/11 To: 11-30-2022 Reason for Leaving: move

May we contact your previous supervisor for reference?  Yes  No

Food market  
Woodson  
Minneapolis

Accepted

BG.  
DT-  
EV.



# CMG Preliminary Questions



Name: \_\_\_\_\_

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

### Please Mark Yes or No

- 1. If hired are you willing to take a drug test? Yes No *JS*
- 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 *JS*

### Please Mark Your Preferred Position

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

*discussed  
bacon  
Ranch  
South*

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature HUB

Interviewer Signature Kelly M Sutt



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Re: Updated Documents

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From Ariana Diez <ariana@bankruptcytruth.com>  
Date Wed 9/11/2024 10:20 AM  
To Kelsey Sikkink <Kelsey@corpmgmtgroup.com>

Dear Kelsey,

Thanks for sending some of the requested documents however upon a review we are still missing:

1. First Alliance Credit Union

Acct. No.: 4-75 May, June, July and August statement, please make sure it covers August 5th , if the August statement it's not covering this date please also include a September statement or a transaction history from the last day of August statement through August 5th.

2. First Alliance Credit Union

Acct. No.: 4-01 May, June, July and August statement, please make sure it covers August 5th , if the August statement it's not covering this date please also include a September statement or a transaction history from the last day of August statement through August 5th.

Note: Please call First Alliance in order to get the bank statements, they will be able to send those to your email.

3. Venmo May, June and July statements.

4. Capital One Acct. No.: 3622 May, June and July statement.

5. Discover Acct. No.: 3928 May, June and July statements. *only have August*

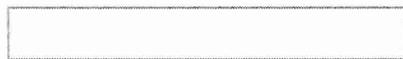
6. 2020 Chevrolet Equinox LT title. *came to First Alliance*

Sincerely,

Ariana

Legal Assistant | Walker & Walker Law Offices, PLLC

[www.bankruptcytruth.com](http://www.bankruptcytruth.com)



On Mon, Sep 9, 2024 at 12:14 PM Kelsey Sikkink <[Kelsey@corpmgmtgroup.com](mailto:Kelsey@corpmgmtgroup.com)> wrote:

Hi,

Here is my information requested. I am not able to get my First Alliance information due to them closing my accounts and denying my online access.





MINNESOTA

DRIVER'S  
LICENSE

NOT FOR FEDERAL IDENTIFICATION



1 JARSO  
2 HABIBA BEZABH  
8 2441 HIGHWAY 52 N  
APT 3301  
ROCHESTER, MN 55902-0000  
4d DL# R268-104-721-116 4a ISS 06/26/2024  
3 \$ DOB 02/12/1994 4b EXP 02/12/2028  
9 CLASS D 9a END NONE  
12 RESTR NONE

15 SEX F 17.WGT. 110 lb  
16 HGT 5'-02" 18 EYES BRO

5\$ DD.00000009806211 02/12/94

Handwritten scribbles

