

ZIP



# 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

no

### Applicant Information

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

Please fully complete pages 1-3

TT  
know

as  
early as  
need  
to start

Full Name: (Last Name, First Name) Hennebeck, Ann Date: 9-7-18  
 Address: (Street Address) 1728 Quamy Ridge Pl. NW (Apt./Unit #) #101  
 (City) Rochester (State) MN (ZIP Code) 55901  
 Phone: 507-202-6406 Email: annmh1969@gmail.com  
 Social Security No. 474 04 3659 Date Available: \_\_\_\_\_  
 Position Applied for: Administrative Assistant Desired Salary: \$15 - \$17/hr  
 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? Recruiting Site Referral Name: \_\_\_\_\_  
 If under 18, please list age: \_\_\_\_\_  
 Do you have responsibilities or commitments that will prevent you from meeting specified work  
 schedules?  No  Yes

Education				
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				

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### Previous Employment

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

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

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

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

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

May we contact your previous supervisor for reference?  Yes  No

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

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

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

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

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

May we contact your previous supervisor for reference?  Yes  No

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

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

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

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

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

May we contact your previous supervisor for reference?  Yes  No

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

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

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

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

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

May we contact your previous supervisor for reference?  Yes  No

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

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

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### PLEASE READ CAREFULLY APPLICATION FORM WAIVER

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

I agree that:

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

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

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

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

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

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

Signature of applicant

*Ann Hennabeck*

Date:

9-7-18



# Ann Hennebeck

1728 Quarry Ridge Pl. N.W., Apt. 101, Rochester, MN 55901

507-202-6406

Annmh1969@gmail.com

<http://www.linkedin.com/pub/ann-hennebeck>

## **SUMMARY OF QUALIFICATIONS**

- Proficiency in Microsoft Word and Excel
- Experience with application and leasing processes & programs
- 70 wpm and transcription experience
- Excellent phone and customer service skills in a variety of settings

## **EDUCATION**

**Minnesota School of Business** Rochester, MN

*Associate of Applied Science in Medical Administrative Assistant*

January 2010-October 2012

**Relevant courses:**

- Coding & Billing 1, Keyboarding 1 & 2
- Medical Office Professional 1 & 2

**Rochester Community College** Rochester, MN

*Liberal Arts Associates Degree*

August 1987-May 1989

## **EXPERIENCE**

**IRET Properties**

*Leasing Agent*

February  
2015-May 2018

- Utilize several property management systems to manage potential and current resident information, including application and lease information and work orders.
- Responsible for all aspects of move-in and move-out processes, such as programming new resident access, unit inspections prior to move in/out, updating resident files, etc.
- Train new employees and assure all policies are up to date.
- Other tasks as needed and assigned by manager.

**Matrix Meetings, Inc.**

*Administrative Assistant*

December 2014

June 2013 -

- Process registrations and payments for conferences that Matrix assists in managing and other tasks as requested by meeting planner.



- Process applications and payments for the Society for Thoracic Radiology (managed by Matrix), update society records, schedule teleconferences and meetings.
- Answer phones, order supplies, and other general office duties.

**Rochester Public Schools Ind. District #535 Rochester, MN**

*Special Education Paraprofessional*

August 2007 -

August 2013

- Work with students in grades K - 5 with various learning or emotional/behavioral disabilities, assisting them with study and social skills to improve academic success.
- Work with classroom teachers to adapt learning methods for specific students so that they can continue working towards achieving their greatest potential.
- Proficiently use Microsoft Word and Excel to create various charts for students to more effectively track behavior issues and educational improvements and needs.
- Participate in various training as required by district and desired by myself to improve my skills to further assist students.

**Cardinal of MN, LLC Rochester, MN**

*Coordinator*

April 2006 -

Dec.2010

- Assisted clients with developmental disabilities with activities of daily living including medication administration and finances.
- As Lead Coordinator, assisted supervisor in client file management, banking, scheduling, shopping, and other duties as assigned.
- Training in CPR, Crisis Prevention, Time Management, and Medication Administration.

**COMMUNITY INVOLVEMENT**

**Special Olympics of MN Rochester, MN**

*Polar Plunge*

2009 to 2013

- Joined a team with coworkers (2009 - 2011) and family (2012 - 2013) and helped raise over \$4200.00 for Special Olympics.
- Highlighted the importance of Special Olympics' services within our community to students and the need for these services to continue.



## **VOLUNTEER WORK**

- Volunteer at ReStore for Habitat for Humanity
- Parent volunteer with WordsPlayers/SkyVault Theater
- Serve meals at Dorothy Day House

