

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-838-5994

Office Address: 1825 7th St NW Rochester, MN 55901



Your workforce management & staffing experts

Applicant Information

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

Full Name: (Last Name, First Name) Phillips, Jeff Date: 10-1-25

Address: (Street Address) 613 2nd Street SW (Apt. /Unit #) _____

(City) Rochester (State) MN (ZIP Code) 55907

Phone: 507-328-1542 Email: jeff.phillips@cmgmn.com

Social Security No. 631-62-5947 Date Available: 10-16-25

Position Applied for: _____ Desired Wage: 26.00 ~~23.00~~

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? indeed 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

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

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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 _____ Date: _____

You have applied / are interviewing for the following position:

JOB TITLE: Grinder **Starting Wage:** \$17.00 **Shift/Hours:** 2nd Shift 2:30 P.M. to 11:30 P.M or later

JOB OBJECTIVE: To operate grinders to grind raw beef or pork into patties according to company specifications.

QUALIFICATIONS (based on essential functions):

- Related experience preferred.
- Must be able to read, write and understand instructions and directions in the English language.
- Possess basic mathematic skills.

JOB FUNCTIONS: Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or an essential function of the position.

DUTIES/RESPONSIBILITIES: set up grinding equipment; gather materials to be used for proper formulation; operate grinding equipment; keep accurate production and raw material sheets as needed; move product to freezers quickly; breakdown equipment for cleaning; preform other duties assigned by supervisor; work well with others; report to work on time; follow rules; care and maintain property and equipment.

This job description does not list all the duties of the job. You may be asked by your supervisor, manager or Executive Committee to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

MACHINERY: Grinding equipment, bone and gristle remover, snowing equipment, stuffer equipment, metal detector, anyl-ray and basic operating knowledge of Formax machines.

EQUIPMENT: Hand pallet jack, combos, luggers, carts, PPE, calculator, hand tools.

CHEMICALS: Dry Ice.

WORK ENVIRONMENT: Standing on cement floor. Moderate to high noise. Temperature range of 30-50 degrees Fahrenheit.

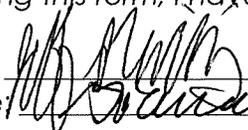
PHYSICAL REQUIREMENTS (with or without reasonable accommodation): Ability to lift/move 10-65 pounds continuously. Requires varying degrees of pushing, pulling (of 400-pound tubs), bending and lifting to move boxes. Must be able to continuously perform simple repetitive and manipulative tasks. Able to perform tasks requiring action of muscles or groups of muscles such as walking, reaching, climbing and stooping. Must be able to stand for prolonged periods of time (eight-hour shift).

MENTAL REQUIREMENTS (with or without reasonable accommodation): Able to concentrate on details with many interruptions. Able to attend to task/function for 60 minutes at a time. Able to remember verbal and/or written task/assignment for an eight-hour shift. Must be able to read and use a pound percentage scale.

WORK HOURS: Eight-hour workweek, Monday through Friday. Will be required to work some weekends.

I understand by signing this form, I have been informed about what position I am interviewing for.

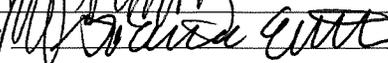
Applicant Signature:



Date:

10-1-25

Interviewer Signature:



Date:

10/1/25

Jeffrey Michael Phillips
Rochester MN
507-328-1542 | jpjr201182@gmail.com

Objective

Motivated and adaptable laborer with over six years of experience in warehouse operations, animal care, autism support, and general labor. Seeking to apply my strong work ethic and diverse skill set in a dynamic position where I can contribute to team success and organizational growth.

Key Skills

- **Labor Skills:** Heavy Lifting, Construction, Roofing, Assembly, Landscaping, Facility Maintenance, Heavy Equipment operating: Backhoe and mini excavator, Installation of underground utilities. Operated forklift.
 - **Support Skills:** Autism Experience, Animal Care, Multitasking, Team Collaboration
 - **Administrative Skills:** Scheduling, Front Desk Operations, Customer Service, Communication
-

Experience

Laborer

Aerotek – Rochester, MN
March 2017 – Present

- Assembled cross-arms for electric poles, meeting daily production quotas through effective team collaboration and attention to detail.
- Operated tools and machinery to insert bushings and pins, fill beams with foam, and complete the assembly of final products in compliance with safety and quality standards.
- Maintained a clean and organized work environment to ensure efficiency and safety during operations.
- Installed underground utilities for cable. Operated heavy equipment: Backhoe, Mini Excavator. Joint trench work with NPL.
- Operated forklift in a warehouse setting.

Front Desk Receptionist

Spring Valley Veterinary Clinic – Spring Valley, MN
June 2019 – October 2019

- Managed appointment scheduling, handled client inquiries, and coordinated communications between clients and veterinary staff, contributing to smooth clinic operations.

*Toppers
Cooking*

*PC Geo Tech
Cross arms
electric poles
Helicon
Beverly Hills*

- Assisted veterinarians with routine procedures and animal care, ensuring a high standard of service and patient well-being.
- Performed administrative tasks, including data entry, record-keeping, and office organization.

Positive Support Specialist

Lutheran Social Service of Minnesota – Rochester, MN

March 2015 – May 2019

- Provided daily care and support for individuals with autism, including assistance with cooking, cleaning, medication management, and transportation to medical appointments.
- Created and maintained a safe, positive, and structured environment, supporting the individual's personal goals and well-being.
- Worked closely with families and other support professionals to ensure continuity of care and support.

Landscaper

Schneider Landscaping – Location: LeRoy MN

Dates June 2014 – October 2014

- Performed landscaping and maintenance tasks, including mowing, trimming, and preparing grounds for various projects.
- Ensured proper equipment operation and performed routine maintenance to keep equipment in good working condition.
- Supported project success by assisting in site preparation and maintaining a clean, organized work area.

Education

High School Diploma

Lawrence Gardner High School – Topeka, KS

Graduated: May 1997