



Keeping track of money  
 tax information  
 employee hours

## CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 2-7-14

Name Sherer John Leon  
Last First Middle Maiden

Present address 8368 80th St So.  
Number Street  
Cottage Grove MN 55016  
City State Zip

Social Security No. 472-58-0523

Telephone (651) 459-5164 E-Mail Johncash63@gmail.com

If under 18, please list age \_\_\_\_\_ Referred by \_\_\_\_\_

Position applied for (1) <u>Accountant</u> and salary desired (2) <u>12.00/hr</u> (Be specific)	Shift available to work 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> 3 <sup>rd</sup> <input checked="" type="checkbox"/>
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How many hours can you work weekly? 30 Can you work nights? yes

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

When available for work? now

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	<u>St Bernards</u>	<u>St. Paul, MN</u>	<u>12</u>	<u>General</u>
College				
Bus. or Trade School				
Professional School				

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 X253269146312 State of issue MN

Operator  Commercial (CDL) \_\_\_ Chauffeur \_\_\_

Expiration date \_\_\_\_\_

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 Cheri Wisky Name Jerry Miron

Position Finance Position Investments

Company \_\_\_\_\_ Company Self-Employed

Address Cheri 2N. Address \_\_\_\_\_

Newport, MN. White Bear Lake, MN.

Telephone (651) 459-8971 Telephone (651) 485-9133

**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.**

Name _____ Position _____ Company _____ Address _____ Telephone (____) _____	Supervisor name _____	
	Employment dates	Pay or salary
	From	Start
	To	Final
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** \_\_\_\_\_ **Date:** \_\_\_\_\_

**JOHN L SHERER**

8368 80TH ST. SO.  
COTTAGE GROVE, MN 55016  
(651) 459-5164  
JOHNCASH63@GMAIL.COM

**JOB HISTORY/DUTIES**

**MANAGER**

SNELLING COLLISION SERVICE  
ROSEVILLE, MN

Start Date: 01/03 End Date: 09/09

MANAGED ALL PHASES OF BUSINESS. SUPERVISED TECHNICIANS, ANSWER PHONES, GREET AND HELP CUSTOMERS, SCHEDULE AND CONTROL WORK FLOW, WORK WITH INSURANCE ADJUSTERS AND HANDLE SUPPLEMENTS, BILL OUT REPAIR ORDERS, CLOSE OUT MONTH ENDS BUSINESS, FIGURE TECHNICIAN TIME CARDS, ORDER SUPPLIES AND PARTS, DO COLLISION REPAIR ESTIMATES IN ALL ESTIMATING SYSTEMS. PERFORM ACCOUNTING AND RECORDKEEPING FOR ALL PHASES OF BUSINESS. FAMILIAR WITH NECESSARY COMPUTER SYSTEMS.

**ASSISANT MANAGER**

AUTP BODY PROS  
ROSEVILLE, MN

Start Date: 04/00 End Date: 12/02

MANAGED ALL PHASES OF BUSINESS.

**ASST. BODY SHOP MANAGER**

MIDWAY FORD CO.  
ROSEVILLE, MN

Start Date: 12/93 End Date: 04/00

MANAGED ALL PHASES OF BUSINESS.

**ASST. MANAGER**

SOUYHVIEW CHEVROLET CO.  
INVER GROVE HEIGHTS, MN

Start Date: 07/82 End Date: 08/93

MANAGED ALL PHASES OF BUSINESS.

**ASSE. MANAGER**

BUERKLE BUICK CO.  
WHITE BEAR LAKE, MN

Start Date: 06/71 End Date: 12/81

MANAGED ALL PHASES OF BUSINESS.

**EDUCATION**

DEGREE: High School Diploma

Major: GENERAL  
ST BERNARDS HIGH SCHOOL, MN USA  
Date Completed: 06/67  
Courses: GENERAL