

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: Monday-Friday 9am-3pm

Office Number: 507-838-5994

Office Address: 1232 Valley High Dr NW Rochester, Mn 55901



your workforce management & staffing expert

Applicant Information

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

Please fully complete pages 1-3

Full Name: (Last Name, First Name) AroI Khamis Date: 7/25/23

Address: (Street Address) 2770 Knollwood Dr. SE (Apt. /Unit #) -

(City) Rochester, MN (State) MN (ZIP Code) 55904

Phone: 507-202-6834 Email: Kayara62017@gmail.com

Social Security No. 502-21-5745 Date Available: 07/25/2023

Position Applied for: Forklift Driver WHSU Desired Wage: Open

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? Friends Referral Name: Abraham Gaud / Nasredin H.

If under 18, please list age: N/A

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	<u>Atbara High School Sudan</u>	<u>North Sudan</u>	<u>(3-Year)</u>	<u>General High school education</u>
College	<u>Austin Riverland College</u>	<u>9002 NW Austin, MN</u>	<u>(3-year)</u>	<u>Applied Arts of Science</u>
Bus. Or Trade School	<u>N/A</u>	<u>-</u>	<u>-</u>	<u>-</u>
Professional School	<u>N/A</u>	<u>-</u>	<u>-</u>	<u>-</u>

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: Monday-Friday 9am-3pm

Office Number: 507-838-5994

Office Address: 1232 Valley High Dr NW Rochester, Mn 55901



Previous Employment

Company: Meridian Behavioral Health Phone: 612-454-2050

Address: 480 48th St NE, Rochester, MN 55906 Supervisor: Ben S.

Job Title: Recovery Specialist Starting Wage: \$17/hr Ending Wage: \$18.25/hr.

Responsibilities: offer clients daily needs to recover from mental health

From: 07/22 To: 10/22 Reason for Leaving: family leaves & absence -

May we contact your previous supervisor for reference? Yes No

Company: Paragon Development System Phone: 651-707-1840

Address: Bloomington, MN Supervisor: AMY Leske

Job Title: IT Support Tech Starting Wage: \$15.00/hr Ending Wage: \$15.00/hr.

Responsibilities: intall variety & hardwares, repaired, PC, systems -

From: 11/2019 To: 4/22 Reason for Leaving: Laid-off -

May we contact your previous supervisor for reference? Yes No

Company: Minnesota Adult & Teen Challenge Phone: ~~507~~ 612-238-6463

Address: MAL Adults & Teen Challenge Supervisor: Steve Ed-

Job Title: Recovery Coach Starting Wage: \$14.50/hr Ending Wage: \$14.75/hr.

Responsibilities: offer clients support services, they need on daily basis

From: 01/2019 To: 09/2019 Reason for Leaving: short-term work notice -

May we contact your previous supervisor for reference? Yes No

Company: Albert Lea Select Food Company Phone: 507-377-9265

Address: Albert Lea Select Food Company Supervisor:

Job Title: Forklift Driver/Operator Starting Wage: \$15.00/hr Ending Wage: \$16.00/hr.

Responsibilities: Load, unload semi Trucks, to production area, storages.

From: 06/2015 To: 04/2016 Reason for Leaving: Due to transportation-distance

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: Khamis Date: 07/25/2023

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: Monday-Friday 9am-3pm

Office Number: 507-838-5994

Office Address: 1232 Valley High Dr NW Rochester, Mn 55901



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: _____

KHAMIS AROL
2770 Knollwood Drive SE
Rochester, MN 55904
(507) 202-6834
akotrum@gmail.com

OBJECTIVE

An opportunity with your valuable growing company providing, incredibly diverse employment services.

JOB HISTORY/DUTIES

Recovery Specialist

Meridian Behavioral Health LLC Oakridge Facility
Rochester, MN

Start Date: 07/2022 End Date: 10/2022

Transported clients for admission, discharge, medical appointment, etc. Provided orientation to new clients and check in personal property. Provided for the safety of the clients by monitoring their whereabouts by making rounds including all areas described in the Program Abuse Prevention Plan. Completed DAANES reports as directed. Interacted with clients whenever possible. Attended shift change report meetings. Assisted in the client discharge process. Charted interaction with clients and observations made in clients' records. Attended staff meetings and in-service training.

Computer Installer

Paragon Development System
Bloomington, MN

Start Date: 11/2019 End Date: 04/2022

Repaired and upgraded hardware and software for PC systems. Installed and interfaced computer hardware including multimedia, memory, and video components and systems. Added hardware to computer systems such as hard drives, video c printers, and scanners. Set up a network using Ethernet topology, spliced cables, laid cables, and installed computers. Administered all Desktop related functions including hardware and set-up of PC.in Patient Office. Did troubleshooting on network connectivity, desktop configuration, printer's connectivity, and network access issues regarding permissions.

Recovery Coach

Minnesota Adult & Teen Challenge
Rochester, MN

Start Date: Jan 2019 End Date: 09/2019

Provided supervision to clients that ensures their safety and well-being; to assist clients in making choices that are in their short- and long-term best interests. Lead and supervise clients in the year-long, faith-based program on the residential housing floor, and during all duties and activities during the course of the work shift. Transport clients to all program functions. Strong ability to relate to and mentor people with life-controlling problems. Strong leadership skills (one on one and group situations). Ability to remain on task and follow through on multiple concurrent assignments with frequent interruptions. Ability to successfully complete background check process. Possession of a valid driver's license and a clean driving record.

9 .y Technician/Shipping

Olsten Staffing/Celestica Technology

Rochester, MN

Start Date: May 2018 End Date: Dec. 2018

Analyzed equipment operation, using testing devices to locate and diagnose the nature of the malfunction and ascertain needed repairs. Collaborated with other workers in order to locate and correct malfunctions. Performed database verifications, using computer testing. Installed updated software and programs that maintained existing software and provided requested features such as time-correlated call routing. Inspected equipment on a regular basis in order to ensure proper functioning, through post-receive, receipt, and feature audits. Prepared and processed more than (80) repaired smartphones of the galaxy, iPhone per day. Read shipping orders to determine the quantity and type of transportation needed. Contacted carrier representative to plan and issue instructions for loading products. Annotated shipping orders to inform shipping department of loading location and time of arrival of transportation. Successfully handled use of computer-generated multiple labels, paperwork and pack lists accounted for shipping out products on a daily basis Express Professional Service/Benchmark Rochester MN 55901

ctronic Assembly

Technology Inc

Start Date: Nov 2017 End Date: May 2018

Assembled systems and support structures and install components, units, and printed circuit boards, following specifications and using hand tools and power tools. Positioned, aligned, and adjusted workpieces and electrical parts to facilitate wiring and assembly. Read and interpreted schematic drawings, diagrams, blueprints, specifications, work orders, and reports to determine materials requirements and assembly instructions. Pressed control buttons to activate machinery and equipment. Reviewed work orders, specifications, and instructions to determine materials, ingredients, procedures, components, settings, and adjustments.

Machine Operator Refuse

Albert Lea Select Foods Company

Albert Lea, MN

Start Date: June 2015 End Date: April 2016

Tagged garbage and recycling containers to inform customers of problems such as excess garbage and inclusion of items that were not permitted. Organized schedules for refuse collection. Inspected trucks prior to beginning routes to ensure safe operating conditions. Operated equipment that compressed the collected refuse. Operated automated and semi-automated hoisting devices that rose refuse bins and dumped contents into openings in truck bodies. Sorted items set out for recycling and threw materials into designated truck compartments.

Loaded and unloaded trucks, vans and automobiles.

Obeeyed company laws and followed established Forklift traffic and transportation procedures.

Drove Forklift with capacities under three tons in order to transport materials to and from specified destinations such as Production stations, plants, and within industrial yards.

Reported any mechanical problems encountered with vehicles.

Verified the contents of inventory loads against shipping papers.

*

8

LE: Associate Degree

Major: Applied Arts & Sciences
Riverland Community College, MN
Date Completed: Dec.2013

ADDITIONAL SKILLS

Microsoft Office such as (Microsoft Word, Spreadsheet, Excel, Database, PowerPoint, Internet, Intranet, email base, and Outlook applications)

Ability to recognize boundaries and relate to a wide variety of people

Ability to suggest and implement strategies to enhance the service Patience, self-control, self-directed, flexibility, attention to detail, ability to comply with support plan consistently, and meet deadlines. More independent in performing essential work functional required.