



CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 8/21/2014

Name Ryan Nadeesha Bellana
Last First Middle Maiden

Present address 4820 Spire Lane NW
Number Street
Rochester MN 55901
City State Zip

Social Security No. _____

Telephone (701) 412 8006 E-Mail nadceshabellana86@gmail.com

If under 18, please list age N/A Referred by _____

Position applied for (1) <u>HR/Engineering/supply chain</u> and salary desired (2) <u>Negotiable</u> <small>(Be specific)</small>	Shift available to work 1 st <input checked="" type="checkbox"/> 2 nd _____ 3 rd _____
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How many hours can you work weekly? 40+ Can you work nights? No

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

When available for work? 9/2/2014

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	Colombo International School	Sri Lanka	12, high school	High school Diploma
College	North Dakota State University	Fargo, ND	4+	Industrial Engineering
Bus. or Trade School	University of Mary	Fargo, ND	currently pursuing online	MBA, Management
Professional School				

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes ___ No

What is your means of transportation to work? personal vehicle

Driver's license number - State of issue MN

Operator ___ Commercial (CDL) ___ Chauffeur ___

Expiration date 5/28/2018

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 Gary Hager Name Lisa Belchar

Position Quality Engineer Position Process Coordinator

Company BTD Company BTD

Address 1111 13th Ave SE Address 1111 13th Ave SE

Detroit Lakes MN 56501 Detroit Lakes MN 56501

Telephone (218) 847 4446 Telephone (218) 847 4446

APPLICATION FOR EMPLOYMENT

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 <u>Please see Resume attached</u>		Supervisor name <u>Vicki Lahlum / Jim Vogt</u>	
Position <u>attached HR Generalist</u>		Employment dates	Pay or salary
Company <u>BTD Quality Engineer</u>			
Address <u>1111 13th Ave SE</u>		From <u>May 2011</u>	Start
<u>Detroit Lakes MN</u>		To <u>May 2014</u>	Final
Telephone <u>(218) 847 4446</u>		Your last job title <u>HR Generalist</u>	
Reason for leaving (be specific) <u>Moved out of the area & relocated to Rochester, MN</u>			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. <u>please see resume attached.</u>			

Name _____		Supervisor name _____	
Position _____		Employment dates	Pay or salary
Company _____			
Address _____		From _____	Start
_____		To _____	Final
Telephone (____) _____		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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Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	To	Final
Telephone (____) _____	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.		

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	To	Final
Telephone (____) _____	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.		

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

Nadeesha Ryan

Date:

8/21/14

Nadeesha Ryan

4820 Spire Lane NW • Rochester, MN 55901 • 701-412-8006 • nadeeshabellana86@gmail.com

EDUCATION

University of Mary, Bismarck, ND
MBA, Management

Expected Graduation 2016

North Dakota State University (NDSU), Fargo, ND
Bachelor of Science degree in Industrial Engineering & Management
GPA: 3.647/4.00, (Dean's List-8 semesters)

May 2011

WORK EXPERIENCE

Human Resources Generalist

BTD, Detroit Lakes, MN

Sept 2012- May 2014

- Strategically recruited for open positions while taking initiative to retain current employees
- Assisted in the hiring process: conduct phone and one-on-one interviews, job offers and on boarding of new hires
- Worked with HR/training team to develop a new on boarding process with effective hands on training; which resulted in better engaged new employees
- Effectively used oral and written communication skills in responding to employee inquiries regarding HR policies, procedures and programs
- Proficiently utilized technology, including Microsoft Office suite, HRIS applications (UltiPro)
- Benefit administration
- Professional development; Greg Holder's Leadership training, chosen for the company succession plan under the "People to Watch" category

Quality Engineer

BTD, Detroit Lakes, MN

May 2011- Sept 2012

- Responsible for maintaining customer quality standards from new product launch to shipment of product as well as working on quality concerns that arose in daily manufacturing of existing products
- Maintained the required monthly PPM goals for assigned OEM's while delivering corrective actions in a timely manner to quality issues, utilizing proven problem solving methods such as root cause analysis, 5-why, 8D and 10 step method.
- Created quality control plans, internal manufacturing prints and standard work instructions to aid operations
- Took lead in creating standard vs. non standard manufacturing process
- Worked with cross functional teams in lean/continuous improvement projects using tools such as 5S, value stream maps, current and future state maps.
- Contributed to Kaizen events; such as reducing machine setup times which resulted in 20% reduction in distance traveled by setup operators, cut set up time by 20 minutes and created capacity for increased machine time
- Performed internal ISO audits as a certified internal auditor

Engineering Intern

BTD, Detroit Lakes, MN

May 2010- August 2010

- Worked with production areas to analyze and suggest improvements to the manufacturing process
- Utilized time studies and waste elimination as process improvement tools
- Facilitated strong work ethic by working weekends and doing hands on production work to learn the processes

Resident Assistant (RA)

August 2009-May 2011

Department of Residence Life, Sevrinson Hall, NDSU, Fargo, ND

- Gain leadership, teamwork and mentoring skills by working on a staff of 9 individuals
- Trained on topics including diversity, organization communication and mediation skills

RELATED TRAINING & ACTIVITIES

- Certification of Lean Mastery, ISO Internal Auditor Training, 10-Step/8-D Problem Solving Training, GD&T (Geometric Dimensioning & Tolerancing) Training, SolidWorks Essentials-Certificate of Completion
- Office of International Programs Green and Golden Globe Awards Outstanding Student, Nominated for Gunkleman Award, Nominated for New RA (Resident Assistant) of the year, Academic and Cultural Sharing Scholarship, Caterpillar Foundation & Caterpillar Global Paving Scholarship, Gordon Heller Scholarship