



employer solutions staffing group

Leveraging Resources in a Changing Market

7301 Ohms Lane Suite 405

Edina, MN 55439

Tel: 952.835.1288 • Fax: 952.835.1255

New Hire Application

Personal Data— PLEASE PRINT LEGIBLY IN INK

Last Name PUAHA First Name FERLY Middle Initial -
 Street Address 509 TROW AVENUE Apt/Ste _____
 City/State/Zip ST. CHARLES
 Phone Number 507-932-6927 Email Address TERNATEFERLY@YAHOO.COM
 Company/Employer _____

All offers of employment are conditional upon satisfactory proof of identity and legal ability to work in the U.S.A.

Are you legally authorized to work in the United States of America? YES NO

Applicant Certification and Authorization

I authorize Employer Solutions Staffing Group (ESSG) to use the information and statements contained in this application to determine my qualifications for employment. I authorize ESSG to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation and eligibility for rehire.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by certain clients of ESSG. 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 ESSG policies.

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

I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of ESSG.

FERLY PUAHA [Signature] 6-9-2014
 Name (Print or type) Applicant's Signature Date

A copy or facsimile ("fax") will be considered the same as an original signature. Email will ONLY be used for employment correspondence

For ESSG Office Use Only

DOH _____	NHW _____	I-9 _____	8850 _____	W4 _____
Emergency Contact Info _____	Background Release Form _____	Background Results _____	Unemployment Letter (if applicable) _____	ESC Application _____

For ESSG Client Use

DOH _____	ROP _____	Work Site Loc. _____	WC Code _____
-----------	-----------	----------------------	---------------

Form W-4 (2013)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2013 expires February 17, 2014. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2013. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	0
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	2
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit <small>(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)</small>	F	
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child 	G	
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	

For accuracy, complete all worksheets that apply.
 • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
 • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
 • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="font-size: small; margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1546-0074 2013
1 Your first name and middle initial FERLY	Last name PUATA	2 Your social security number 471-39-9247
Home address (number and street or rural route) 509 TROUT AVENUE		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code ST-CHARLES, MD, 21972		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	7 I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		Date ▶ 6-9-2014
Employee's signature (This form is not valid unless you sign it.) ▶		9 Office code (optional)
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		10 Employer identification number (EIN)



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1 Employee Information and Attestation (Employee must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) <u>PUAKA</u>		First Name (Given Name) <u>FERLY</u>		Middle Initial <u>-</u>	Other Names Used (if any) <u>-</u>	
Address (Street Number and Name) <u>509 TROUT AVENUE</u>			Apt. Number	City or Town <u>ST CHARLES</u>	State <u>MA</u>	Zip Code <u>05972</u>
Date of Birth (mm/dd/yyyy) <u>12-12-1961</u>	U.S. Social Security Number <u>47-39-9247</u>	E-mail Address <u>TERNATEFERLY@YAHOO.COM</u>			Telephone Number <u>509-932-6977</u>	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

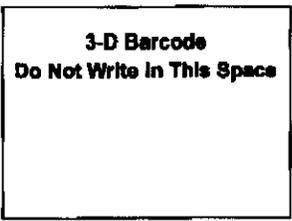
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): 078-643-492
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____ . Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: 078-643-492

OR

2. Form I-94 Admission Number: _____



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: R.947131

Country of Issuance: INDONESIA

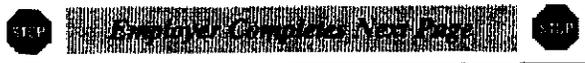
Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: <u>[Signature]</u>	Date (mm/dd/yyyy): <u>6-9-2014</u>
---	------------------------------------

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State
			Zip Code





Section 2: Employer or Authorized Representative Review and Verification

(Employer or authorized representative must complete part Section 2 of this business side of the employee's I-9 card. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				3-D Barcode Do Not Write In This Space
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name EMPLOYER SOLUTIONS STAFFING GROUP LLC	
Employer's Business or Organization Address (Street Number and Name) 7301 OHMS LANE SUITE 405		City or Town EDINA	State MN	Zip Code 55439

Section 3: Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):
--	---

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
-----------------	------------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
---	--------------------	--

DISCLOSURE AND AUTHORIZATION [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer Solutions Staffing Group LLC (ESSG) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" that may include information about your character, general reputation, personal characteristics, and/or mode of living, and that can involve personal interviews with sources, such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. Fax: 800-886-0774 or 952-941-9041. ORANGE TREE EMPLOYMENT SCREENING's website is at www.orangetreescreening.com, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing ESSG to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Table with 4 rows of state-specific information: New York and Maine applicants, New York applicants, Oregon applicants, and Washington State applicants.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by ESSG at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, company, or insurance company to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. ORANGE TREE EMPLOYMENT SCREENING's website is at: www.orangetreescreening.com, another outside organization acting on behalf of the company, and/or the company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law. Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by ESSG.

[X] (Must include email address: TERUATEFERLY @ YAHOO.COM)

Signature: [Handwritten Signature] Date: 6-9-2014

BACKGROUND INFORMATION

Last Name: PUATA First: FERLY Middle: - Social Security #: 471-39-9247 Date of Birth (mm/dd/yyyy)*: 12-12-1961 Driver's License #: Y285200737515 State of Driver's License: MINNESOTA Present Address: JOG TROW AVENUE Telephone # (Primary): 507-932-6927 City/State/Zip: ST-CHARLES, MN, 55972

*This information will be used for background screening purposes only and will not be used as hiring criteria.



CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 6-9-2014

Name RUANA FERLY
Last First Middle Maiden

Present address 509 TROUT AVENUE
Number Street
ST. CHARLES MA 55972
City State Zip

Social Security No. 471-39-9247

Telephone (508) 932-6927 E-Mail TERNAFERLY@YAHOO.COM

If under 18, please list age _____ Referred by _____

Position applied for (1) <u>MAINTENANCE</u> and salary desired (2) _____ (Be specific)	Shift available to work 1 st <input checked="" type="checkbox"/> _____ 2 nd _____ 3 rd _____
--	--

How many hours can you work weekly? OVER 40 HOURS - Can you work nights? _____

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

When available for work? ASAP

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>TECHNICAL SCHOOL</u>	<u>INDONESIA</u>	<u>3 YEARS</u>	<u>AUTOMOTIVE</u>
College				
Bus. or Trade School				
Professional School	<u>MSC SOUTH TECH</u>	<u>WILLOWA</u>	<u>2 MONTH</u>	<u>SCHOOL DRIVER</u>
	<u>RCTC</u>	<u>ROCHESTER</u>	<u>2 MONTH</u>	<u>BOILER</u>

(CDL)

APPLICATION FOR EMPLOYMENT

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

What is your means of transportation to work? DRIVE ANY CAR.

Driver's license number Y285200937515 State of issue MAI.

Operator ___ Commercial (CDL) Chauffeur ___

Expiration date 12-12-2018.

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 JAY STORAMENI Name THOMAS KALIPPEAL

Position ASS. PLANT MANAGER. Position MANAGER

Company KEMPS Company WORKFORCE CENTER.

Address PLAINVIEW. Address ROCHESTER

Telephone (715) 296-5870 Telephone () _____

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 _____	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.		

APPLICATION FOR EMPLOYMENT

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>FERY RUATTA</u>		Supervisor name <u>JAY STROMMEN</u>	
Position <u>TEAM LEADER/BOTLER OPERATOR</u>		Employment dates	Pay or salary
Company <u>PRIMERA FOODS.</u>			
Address <u>ALTURA</u>		From <u>JUNE 2004</u>	Start <u>9.50</u>
Telephone <u>(507) 796-9100</u>		To <u>DEC 2013</u>	Final <u>20.00</u>
Your last job title <u>TEAM LEADER/BOTLER OPERATOR/DRYER OPERATOR.</u>			
Reason for leaving (be specific) <u>PLANT CLOSING.</u>			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. <u>SEE COPY MY RESUME INCLUDED.</u>			

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

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:

6-9-2014

Ferly Puaha
509 Trout Avenue
St. Charles, MN 55972
(507) 932-6927
ternateferly@yahoo.com

SUMMARY

Skilled and practiced in food production and packaging. Licensed boiler operator. Forklift licensed.

WORK HISTORY

Dryer/Boiler Operator/Team Leader **Primera Foods, Altura, MN** **6/04 – 12/13**

- Operate dryer to process liquid egg to powder egg product.
- Sanitize product line after CIP product line using caustic and acid.
- Control high pressure pump to regulate the amount of product that enters the dryer.
- Control temperature of dryer to ensure product is processed at the correct temperature.
- Check moisture content, color and smell of product.
- Check moisture content of product every 30 minutes.
- Check labels and lot numbers to ensure product is packaged appropriately.
- Ensure co-workers follow standard manufacturing practices when making products.
- Clean high pressure pump each time the line is shut down to wash and sanitize.
- Monitor boiler water, chemical and fuel levels and make adjustments if needed.
- Analyze problems and take appropriate action to ensure continuous and reliable operation of equipment and systems.
- Maintain daily logs of operation, maintenance, and safety activities, including test results, instrument readings and details of equipment malfunctions and maintenance work.
- Test boiler water quality and take necessary corrective action, such as adding chemicals to prevent corrosion and harmful deposits.

Packaging **Northstar Foods, St. Charles, MN** **2/01 – 6/04**

- Examined paperwork to determine what product would be processed each shift.
- Set up machine for different products.
- Warmed up the oven at the beginning of each shift.
- Checked food processing equipment and system prior to start of cooking products.
- Checked product weight and labels to ensure product is at the correct weight and correctly labeled.
- Operated metal detector that each food product passed through to make sure there were no metal pieces included in the product.
- Sanitized station and hands/boots prior to entering the processing room.

FERLY

Resume Qualifications List:

Spray Dried Egg process – Dryer Operator:

Experience / Skills and Achievements:

- Responsible for operation of the Egg Spray Drying system involving adherence to USDA and HACCP Regulations and requirements.
- Responsible for all finished product quality aspects including product moisture content, color and specific visual quality aspects, particle size and product flow ability aspects etc.
- Responsible for maintaining optimized evaporation rate and max moisture content per product specifications.
- Responsible for overseeing Packaging staff and ensuring finished product quality aspects and sampling requirements are achieved consistently.
- Responsible for sanitation aspects for the Drying systems including CIP processes, equipment disassembly, sanitation self- inspection, USDA sanitation verification, system reassembly and Sterilization process.
- Responsible for Environmental testing per outlined program including performing weekly post sanitation swabbing.
- Specialized Training including: GMP requirements, HACCP program requirements ,Quality, Food Defense, Organic Program, Allergen Program, Sanitation Program, Chemical Safety, and position specific LOTO and Confined Space Entry procedures as well as other Safety related training.
- Maintained processes in an inspection ready status - achieving consistent annual AIB Superior ratings as well as Level 2 SQF certifications.

October 28, 2013

To whom it may concern:

The following letter reflects my personal work history with Ferly Puaha. Ferly and I have worked together within the Primera Foods and most recently, Michael Foods organization located in Altura MN for close to 5 years. Over this time I have held position as Plant Manager and have worked directly with Ferly in the Spray Drying process within our Egg Processing operations. Over this period, Ferly has performed within the Dryer Operator – Team Leader role and has been responsible for overseeing the Spray drying operation and packaging crew in meeting daily production objectives. Ferly also was responsible for daily sanitation activities in the drying operations involving CIP processes, equipment disassemble / cleaning and self - inspection followed by USDA inspection. Ferly also provided support in overseeing plant sanitation activities involving weekly and monthly Master Sanitation Schedule tasks. These efforts ensured our plant inspection ready status with maintaining a consistent AIB superior rated facility as well as an SQF level 2 Certification. In all of these functions Ferly has demonstrated a very organized and dependable approach to his work and great follow through on assignments.

Based on my personal work history with Ferly, I would recommend him as a valued addition to any work team.

Sincerely,



Jay Strommen
Operations Manager
Michael Foods Inc.
Altura MN
715 296 5870