



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 (Employees 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) <i>Koitz</i>		First Name (Given Name) <i>Adam</i>		Middle Initial <i>L</i>	Other Names Used (if any)	
Address (Street Number and Name) <i>127 Rocky Creek Dr. NE</i>			Apt. Number <i>55</i>	City or Town <i>Rochester</i>		State <i>MN</i>
Zip Code <i>57706</i>		Date of Birth (mm/dd/yyyy) <i>04/03/1990</i>	U.S. Social Security Number <i>472-21-7124</i>		E-mail Address	
					Telephone Number <i>507-400-4907</i>	

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):

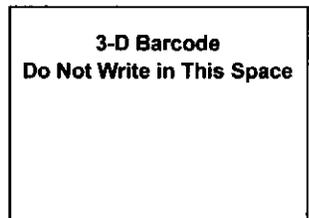
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field.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

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: _____

Country of Issuance: _____

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

Signature of Employee: <i>[Signature]</i>	Date (mm/dd/yyyy): <i>12/10/14</i>
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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



APPLICATION FOR EMPLOYMENT

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

What is your means of transportation to work? yes, share vehicle

Driver's license number _____ State of issue _____

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

If so, how many? _____

Please list two references other than relatives or previous employers.

Name Clifford O'Neil Name Judy

Position Reiko tech Position _____

Company _____ Company _____

Address _____ Address _____

Telephone (507) 923-1300 Telephone (507) 990-7542

Handwritten notes:
- GOOD DRIVER
- GOOD ATTENDANCE
- UNIFORM WORKER

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>Mr. Carwash</u>		Supervisor name <u>Colon</u>	
Position <u>Production</u>			
Company <u>Mr. Carwash</u>		Employment dates	Pay or salary
Address <u>3225 41st St NW Rochester MN</u>		From <u>Oct 2014</u>	Start <u>unknown</u>
Telephone <u>(507) 280-9049</u>		To <u>Dec 2014</u>	Final
		Your last job title _____	

Reason for leaving (be specific) wouldn't tell me salary/or print off hours when check was short ✓

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. working on the production line, worked with team wirt

Name <u>Rochester Square</u>		Supervisor name <u>Scott</u>	
Position <u>Janitor/maintenance</u> ✓			
Company <u>Rochester Square</u>		Employment dates	Pay or salary
Address <u>320 31st St NE Rochester MN</u>		From <u>2015</u>	Start <u>\$10</u> ✓
Telephone <u>(507) 288-9205</u>		To <u>Continues</u>	Final <u>\$10</u>
		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. Did cleaning/ painting & maintenance ✓

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>Pizza HA</u>	Supervisor name _____	
Position <u>Delivery</u>	Employment dates	Pay or salary
Company <u>Pizza Hut</u>	From <u>2012</u>	Start <u>\$8.50</u>
Address <u>840 S Broadway Rochester MN</u>	To <u>2012</u> <u>1 year</u>	Final <u>\$9.00</u> ✓
Telephone (<u>507</u>) <u>285-5000</u>	Your last job title _____	

Reason for leaving (be specific) Quit remember why he left. - Issued/manager

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

Delivering Pizzas / Prep / telephones / cash

Name <u>Labor Ready</u>	Supervisor name _____	
Position <u>Temp</u>	Employment dates	Pay or salary
Company <u>Labor ready</u>	From <u>2007</u>	Start <u>varies</u>
Address <u>903 4th St NW Rich. MN</u>	To <u>2017</u> <u>4 years</u>	Final _____
Telephone (<u>507</u>) <u>286-1064</u>	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.

Temp Agency / have worked at Reichel Foods

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: 12/4/14



Applicant Interview Score Card

Name Adam Reitz Date of Interview 12/10/2014

Position/Shift Assignment _____ Stand by Position _____

Rating Weak (1) to Strong (5)

- 1. Understanding of English conversation 1 2 3 4 5
- 2. Speaks English Fluently 1 2 3 4 5
- 3. Work experience related to job-food industry 1 2 3 4 5
- 4. Work history-working presently, yrs in workforce 1 2 3 4 5
- 5. Criminal Background information 1 2 3 4 5
- 6. Possesses required New Hire documentation (19) 1 2 3 4 5
- 7. Personality-friendly, pleasant, sense of humor 1 2 3 4 5
- 8. Appearance-well groomed, cleanliness 1 2 3 4 5
- 9. Meets requirements to work w/pork, peanuts & soy 1 2 3 4 5
- 10. Shift availability-prefers shift that is available for
Open positions, willing to be flexible to shifts available 1 2 3 4 5

Total possible points 50 pts. Total points scored

40

Former Employer Rating Bonus Points 1-20

Interviewer: [Signature]

Total Points 40

Date: 12/10/2014



Preliminary Questions

For CMG use only

Name: Adam Reitz

Date: 12/10/14

1. If hired are you willing to take a drug test? Yes
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? NO
3. Are you able to work with pork? Yes
4. Which plant do you prefer? Other
5. What shift to you prefer? 2nd

To be completed during interview only

Date of interview 12/10/2014

Have you ever been convicted of a crime? Yes ___ No X

Explain

Incident _____

Employee Signature

Interviewer Signature

Name: _____

Achoo!

by Cynthia Sherwood

Achoo! We all sneeze sometimes. Sneezing is a reflex that your body does automatically. That means you cannot make yourself sneeze or stop one once it has started. When you sneeze, your body is trying to get rid of bad things in your nose, such as bacteria. You have extra germs when you have a cold, so you sneeze a lot more. You might also sneeze when you smell pepper!

Inside your nose, there are hundreds of tiny hairs. These hairs filter the air you breathe. Sometimes dust and pollen find their way through these hairs and bother your nasal passages. The nerves in the lining of your nose tell your brain that something is invading your body.

Your brain, lungs, nose, mouth, and the muscles of your upper body work together to blow away the invaders with a sneeze. When you sneeze, germs from your nose get blown into the air. Using a tissue or "sneezing into your sleeve" captures most of these germs. It is very important to wash your hands after you sneeze into them, especially during cold and flu season.



Do you ever sneeze when you walk into bright sunlight? Some people say that happens to them often. Scientists believe the UV rays of the sun irritate the nose lining of these people so they sneeze.

If someone nearby sneezes, remember to tell them "Gesundheit!" That is a funny-looking word which is pronounced "gezz-oont-hite." It is the German word that wishes someone good health after sneezing.

Name: _____

Achoo Reading Test

(Circle the correct answer)

1. Why do people sneeze?
 - a. The tiny hairs in your nose tickle
 - b. Your body is trying to get rid of bad things
 - c. You can make yourself sneeze when you want to

2. What are the 3 parts of your body work together with your upper body to sneeze?
 - a. Hand, Elbow, Shoulder
 - b. Ankle, Knee, Hip
 - c. Brain, Lungs, Mouth

3. What other things can make you sneeze?
 - a. Pepper, Sun, Dust, and Pollen
 - b. Water, Pop, Flowers, Trees
 - c. Salt, Seasonings, Meat, Fruit

4. What is a German word that people often say to someone that sneezes?
 - a. Good Job
 - b. Gesundheit
 - c. Hang in there

5. What should you do after you sneeze into your hands especially during cold and flu season? This should also be done in the production area!
 - a. Wipe them with a tissue
 - b. Nothing
 - c. Wash your hands