

Name: Jessica Leno /DOH: 1/6/12 PT-FT

Phone
Number: 720-365-8712* /CLIENT: BC DAY/NIGHT

NEW HIRE APPLICATION

1. I-9
2. Affirmation of Legal Work Status
3. W-4
4. Application
5. 8850 Pre Screen
6. Youth Self-Attestation Form
7. Work Opportunity Tax Credit
8. Background Release Form
9. Injury Management Program release form
10. Emergency Contact
11. Unemployment Acknowledgement
12. Direct Deposit Form
13. Stop Payment Check Fee Release
14. Health Insurance

OFFICE USE ONLY:

1. E-Verify
2. Scan info. send / Kristin
3. Scan Ins. Form / Valerie
4. Scan attach/CMG Time
5. Drug Screen Auth.
6. Background Auth.
7. Mail originals/ESG



**Employer
Solutions
Staffing
Group LLC**

New Hire Application

7301 Ohms Lane / Suite 405
Edina, MN 55439
T:952.835.1288 / F:952.835.4881

Personal Data-- PLEASE PRINT LEGIBLY IN INK

Last Name Leno First Name Jessica Middle Initial R.
Street Address 4095 Burlington Ave.
City/State/Zip Lafayette, CO, 80026
Home Phone 720-289-2261 Cell / Message Phone 720-365-8712
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.

Jessica Leno
Name (Print or type)

Jessica Leno
Applicant's Signature

1/6/2012
Date

A copy or facsimile will be considered the same as an original signature.

For ESSG Office Use Only				
DOH _____	NHW _____	I-9 _____	8850 _____	W4 _____
Emergency Contact Info _____	Background Release Form _____	Background Results _____	5 Day Letter (If applicable) _____	ESC Application _____



APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5

DATE 1/6/2012

Name Leno, Jessica, Rose
Last First Middle Maiden

Present address 4095 Burlington Ave. Lafayette CO 80026
Number Street City State Zip

How long 3 yrs.

Social Security No. 609 - 62 - 1326

Telephone 720-355-8712

E-Mail Squirely2009@hotmail

If under 18, please list age _____

Referred by craigslist

Position applied for (1) caller
and salary desired (2) \$8.50
(Be specific)

Days/hours available to work

No Pref ☒ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

How many hours can you work weekly? 40+ Can you work nights? yes

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

When available for work? 1/6/2012

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>Centaurus High</u>	<u>Lafayette, CO</u>	<u>4 yrs.</u>	<u>Diploma</u>
College	<u>Front Range</u>	<u>Wheatridge, CO</u>	<u>1/2 yr.</u>	
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ☒ No ☐ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? ☒ Yes ☐ No

What is your means of transportation to work? bus and car

Driver's license number 07-019-11547 State of issue CO

Operator ☐ Commercial (CDL) ☐ Chauffeur ☐

Expiration date 11/30/2012

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? _____

OFFICE USE ONLY

Typing ☐ Yes ☐ No

Personal Computer ☐ Yes ☐ No

10-key ☐ Yes ☐ No

_____ WPM

_____ PC _____ Mac

Word Processing ☐ Yes ☐ No

Other _____

_____ WPM

Skills _____

Please list two references other than relatives or previous employers.

Name Beth H.

Name _____

Position Manager

Position _____

Company Siko Oil

Company _____

Address Boulder, CO, 80302

Address _____

Telephone (303) 449-5523

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☒ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ Yes ☒ No

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>Aspen Research</u>		Supervisor name <u>Bri Lapointe</u>	
Position <u>caller</u>			
Company <u>Aspen Research</u>		Employment dates	Pay or salary
Address <u>5500 Central Ave, Boulder, CO, 80301</u>		From <u>03/2011</u>	Start <u>\$8.25</u>
Telephone <u>(303) 786-9500</u>		To <u>01/2012</u>	Final <u>\$8.25</u>
		Your last job title <u>caller</u>	
Reason for leaving (be specific) <u>wasn't getting paid enough</u>			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. <u>call companies and renew publications, or call residences to do surveys</u>			

Name <u>Silco Oil</u>		Supervisor name <u>Richard Miller</u>	
Position <u>Cashier</u>			
Company <u>Silco Oil</u>		Employment dates	Pay or salary
Address <u>1 Broadway 3rd Floor, Denver, CO</u>		From <u>07/2011</u>	Start <u>\$9.00</u>
Telephone <u>(720) 289-2261</u>		To <u>10/2011</u>	Final <u>\$9.00</u>
		Your last job title <u>Cashier</u>	
Reason for leaving (be specific) <u>store was "downgrading"</u>			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. <u>inventory, stock, clean, register</u>			

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>Slice Oil</u>	Supervisor name <u>Reginald Miller</u>	
Position <u>Cashier</u>	Employment dates	Pay or salary
Company <u>Slice Oil</u>	From <u>08/2010</u>	Start <u>\$ 8.50</u>
Address <u>N/A</u>	To <u>02/2011</u>	Final <u>\$ 8.50</u>
Telephone () <u>N/A</u>	Your last job title <u>Cashier</u>	
Reason for leaving (be specific) <u>store closed</u>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company: <u>Inventory, stock, clean, register</u>		

Name <u>Chips Cafe</u>	Supervisor name <u>Chip</u>	
Position <u>Bussboy</u>	Employment dates	Pay or salary
Company <u>Chips Cafe</u>	From <u>03/2010</u>	Start <u>\$ 7.25</u>
Address <u>N/A</u>	To <u>06/2010</u>	Final <u>\$ 7.25</u>
Telephone () <u>N/A</u>	Your last job title <u>Bussboy</u>	
Reason for leaving (be specific) <u>owner died</u>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: <u>clean tables, take orders, bring food out, clean, prep stock.</u>		

Who were you referred by? Craiglist

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., (hereinafter called "the Company"),

I agree that:

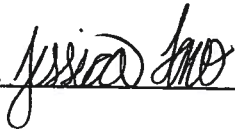
Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist 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 Corporate Management Group, Inc., 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 the Owner/Managing Member of the Company. Both the undersigned and Corporate Management Group, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company 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 called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.

I understand that, in connection with the routine processing of your employment application, the Company 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, the Company, 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 the Company 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 the Company is terminable at will for any reason by either party.

Signature of applicant



Date: 1/6/2012

**Form I-9, Employment
Eligibility Verification**

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 documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last <u>Leno</u>	First <u>Jessica</u>	Middle Initial <u>R.</u>	Maiden Name
Address (Street Name and Number) <u>4005 Burlington Ave, CO</u>			Apt. # <u>80026</u>
City <u>Lafayette</u>	State	Zip Code	Date of Birth (month/day/year) <u>11/10/1991</u>
			Social Security # <u>609-62-1326</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 #)
☐ An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable - month/day/year)

Employee's Signature
Jessica Leno

Date (month/day/year)
1/6/2012

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.

Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title:		<u>driver's license</u>		<u>Birth Cert.</u>
Issuing authority:		<u>State CO</u>		<u>State CA DAS</u>
Document #:		<u>07 019 1154</u>		<u>19137043298</u>
Expiration Date (if any):		<u>11/30/12</u>		
Document #:				
Expiration Date (if any):				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 1/6/12 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>Marita Forney</u>	Print Name <u>Marita Forney</u>	Title <u>Recruiting Manager</u>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <u>Employers Solutions Staffing Group</u>		Date (month/day/year)
<u>7301 OHMS LANE, SUITE 405</u>		
<u>EDINA, MN 55439</u>		

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

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.		
Document Title:	Document #:	Expiration Date (if any):

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 <u>Jessica Leno</u>	Date (month/day/year) <u>1/6/2012</u>
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STATE OF CALIFORNIA
DEPARTMENT OF HEALTH SERVICES

104-

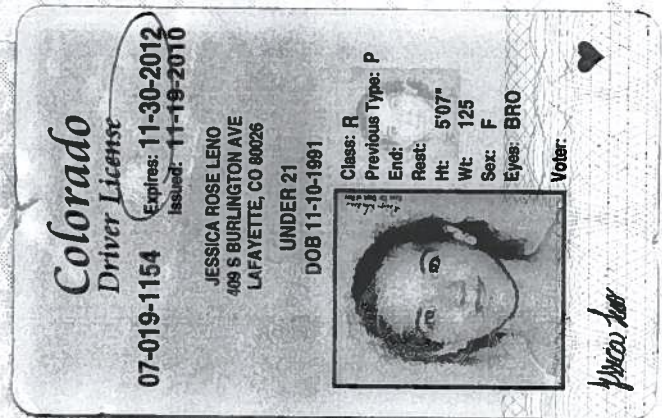
91-495917

CERTIFICATE OF LIVE BIRTH
STATE OF CALIFORNIA
USE BLACK INK ONLY

19137043298

LOCAL REGISTRATION DISTRICT AND CERTIFICATE NUMBER

THIS CHILD	1A NAME OF CHILD—FIRST (GIVEN) JESSICA		1B MIDDLE ROSE		1C LAST—FAMILY LENO	
	2 SEX FEMALE	3A THIS BIRTH SINGLE, TWIN, ETC. S	3B IF MULTIPLE, THIS CHILD 1ST, 2ND, ETC. -	4A DATE OF BIRTH—MONTH-DAY-YEAR NOVEMBER 10, 1991		4B HOUR—124 HOUR CLOCK TIME 1532
PLACE OF BIRTH 1266	5A PLACE OF BIRTH—NAME OF HOSPITAL OR FACILITY NAVAL HOSPITAL			5B STREET ADDRESS—STREET NUMBER OR LOCATION SAN DIEGO, CALIFORNIA 92134		
	5C CITY SAN DIEGO			5D COUNTY SAN DIEGO		5E PLANNED PLACE OF BIRTH HOSPITAL
FATHER OF CHILD	6A NAME OF FATHER—FIRST (GIVEN) TIMOTHY	6B MIDDLE JOHN	6C LAST—FAMILY LENO		7 STATE OF BIRTH MO	8 DATE OF BIRTH—MONTH-DAY-YEAR 1-23-62
MOTHER OF CHILD	9A NAME OF MOTHER—FIRST (GIVEN) ROBERTA	9B MIDDLE LYNNE	9C LAST—FAMILY HILL		10 STATE OF BIRTH CA	11 DATE OF BIRTH—MONTH-DAY-YEAR 5-11-64
PARENT'S CERTIFICATION	12A I CERTIFY THAT I HAVE OBSERVED THE STATED INFORMATION AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE			12B PARENT OR OWNER INFORMATION <i>ROBERTA L. LENO</i>		12C DATE SIGNED 11-12-91
	13A I CERTIFY THAT THE CHILD WAS BORN ALIVE AT THE DATE, HOUR AND PLACE STATED			13B LICENSE NUMBER 782		13C DATE SIGNED 11-12-91
CERTIFICATION OF BIRTH	13D TYPED NAME, TITLE AND MAILING ADDRESS OF ATTENDANT N. McCLUGGAGE CNM NAVAL HOSPITAL SAN DIEGO, CALIFORNIA 92134					14 TYPED NAME AND TITLE OF CERTIFIER IF OTHER THAN ATTENDANT <i>Ronald L. ...</i>
	15A DATE OF DEATH	15B STATE FILE NO. STATE USE ONLY	16 LOCAL REGISTRAR SIGNATURE <i>Ronald L. ...</i>			17 DATE ACCEPTED FOR REGISTRATION NOV 22 1991
LOCAL REGISTRAR						



This is to certify that this document is a true copy of the official record filed with the Office of Vital Records.

Teresita Trinidad
TERESITA TRINIDAD

07 MAY -3 AM 10:40

DATE ISSUED

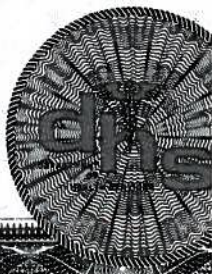
STATE REGISTRAR OF VITAL RECORDS



002412261

This copy not valid unless prepared on engraved border displaying seal and signature of Registrar.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE



SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security
E-Verify

Report Prepared: 01/06/2012
Page: 1 of 1

Case Verification Number: 2012006191215UT

Case Information:**Employee Information:**

Last Name:	LENO	First Name:	JESSICA
Middle Initial:	R	Maiden Name:	
Social Security Number:	*** ** 1326	Date of Birth:	11/01/1991
Citizenship Status:	A citizen of the United States		

Document Information:

List B Document:	Driver's license or ID card issued by a U.S. state or outlying possession	List C Document:	U.S. birth certificate (original or certified copy)
Document Name:	Driver's license	Document State:	Colorado
Driver's License or ID Card Number:		Document Expiration Date:	11/30/2012
Alien Number:		I-94 Number:	

Additional Information:

Hire Date:	01/06/2012	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:	MFON4558	Submitted On:	01/06/2012

Initial Case Result:

Case Result: Employment Authorized

Employee Referred to SSA:

Referred By: Referred On:

Case Result from SSA (after SSA Tentative Nonconfirmation):

Case Result: Response Date:

Resubmitted to SSA (after Review and Update Employee Data):

Last Name:	First Name:
Middle Initial:	Maiden Name:
Social Security Number:	Date of Birth:
Resubmitted By:	Resubmitted On:

Case Result from SSA (after Resubmission):

Case Result:

Request Name Review:

Comments: Submitted On:

Submitted By:

Case Result from DHS (after DHS Verification in Process):

Case Result: Response Date:

Employee Referred to DHS:

Referred By: Referred On:

Case Result from DHS (after DHS Tentative Nonconfirmation):

Case Result: Response Date:

Photo Matching Results:

Determination:

Employee Referred to DHS (Additional):



Affirmation of Legal Work Status
Pursuant to § 8-2-122, Colorado Revised Statutes

Employee Name: Lemo Jessica Rose 11/10/1991
Last First Middle Date of Birth
Social Security Number: 609 -62 -1326 Date of Hire: 4/6/12

In accordance with § 8-2-122, C.R.S., within twenty days after hiring the new employee listed above,

I affirm all four of the following:

1. I have examined the legal work status of the above named employee.
2. I have retained file copies of the documents required by 8 U.S.C. sec. 1324a.
3. I have not altered or falsified the employee's identification documents.
4. I have not knowingly hired an unauthorized alien.

Marita E. Forney

Print Name of Employer (or Designated Representative)

Recruiting Manager

Official Title

Signature of Employer (or Designated Representative)

Date Signed

Corporate Management Group
12000 N Washington, St. Suite 290, Thornton, CO 80241

3/6/12

Business or Organization Name

303-920-1425

Employer Phone Number

§ 8-2-122(2), C.R.S.: On and after January 1, 2007, within twenty days after hiring a new employee, each employer in Colorado shall affirm that the employer has examined the legal work status of such newly-hired employee and has retained file copies of the documents required by 8 U.S.C. sec. 1324a; that the employer has not altered or falsified the employee's identification documents; and that the employer has not knowingly hired an unauthorized alien. The employer shall keep a written or electronic copy of the affirmation, and of the documents required by 8 U.S.C. sec. 1324a, for the term of employment of each employee.

This affirmation and the documents required by 8 U.S.C. sec. 1324 (copies or electronic copies) will be retained for the duration of the above named individual's employment.

This affirmation is provided as a courtesy by the Colorado Division of Labor.

Form W-4 (2011)

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 2011 expires February 16, 2012. 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 \$950 and includes more than \$300 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 may 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. 919, How Do I Adjust My Tax Withholding, 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. 919 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. 919 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. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A <u>1</u>
B	Enter "1" if: • 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 <u>1</u>
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 <u>1</u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D <u>1</u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E <u>1</u>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit	F <u>1</u>
G	Child Tax Credit (Including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children	G <u>1</u>
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.) 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 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.	H <u>1</u>

Cut 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	Employee's Withholding Allowance Certificate	OMB No. 1545-0074 2011
▶ 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.		
1 Type or print your first name and middle initial. <u>Jessica R.</u>	Last name <u>Leno</u>	2 Your social security number <u>609-62-1326</u>
Home address (number and street or rural route) <u>4095 Burlington Ave</u>		3 ☒ Single ☐ Married ☐ 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 <u>Lafayette, CO, 80026</u>		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. ☐
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u>1</u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <u>1</u>
7 I claim exemption from withholding for 2011, 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 ▶ <u>7</u>		
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.		
Employee's signature (This form is not valid unless you sign it.) ▶ <u>Jessica Leno</u>		Date ▶ <u>1/6/2012</u>
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)

**Pre-Screening Notice and Certification Request for
the Work Opportunity Credit**

OMB No. 1545-1500

► See separate instructions.

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name Jessica R. Leno Social security number ► 609-62-1326
Street address where you live 4095 Burlington Ave.
City or town, state, and ZIP code Lafayette, CO, 80026
County Boulder county Telephone number (720) 365-8712
If you are under age 40, enter your date of birth (month, day, year) 11/19/1991

- 1 ☐ Check here if you are completing this form before August 28, 2009, and you lived in the area impacted by Hurricane Katrina on August 28, 2005. If so, please enter the address, including county or parish and state where you lived at that time.
- 2 ☐ Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- 3 ☐ Check here if any of the following statements apply to you.
- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
 - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
 - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
 - I am at least age 18 but not age 40 or older and I am a member of a family that:
 - a Received SNAP benefits (food stamps) for the past 6 months, or
 - b Received SNAP benefits (food stamps) for at least 3 of the past 5 months, but is no longer eligible to receive them.
 - During the past year, I was convicted of a felony or released from prison for a felony.
 - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
 - I am a veteran and I was discharged or released from active duty in the U.S. Armed Forces during the past 5 years and, for at least 4 weeks during the past year, I received unemployment compensation.
 - I am at least age 16 but not age 25 or older, and:
 - a During the past 6 months, I have not attended a secondary, technical, or post-secondary school for more than an average of 10 hours per week, not counting periods during which the school was closed for scheduled vacations, and
 - b During the past 6 months, if I was employed, during each consecutive 3-month period within the past 6 months, I earned less than I would have earned if I had worked for the applicable minimum wage 30 hours every week during the 3-month period, and
 - c I do not have a certificate of graduation from a secondary school or a General Education Development (GED) certificate or I have a certificate that was awarded at least 6 months ago and I have not held a job (other than occasionally) or been admitted to a technical or post-secondary school since I received the certificate.
- 4 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability and, during the past year, you were:
- Discharged or released from active duty in the U.S. Armed Forces, or
 - Unemployed for a period or periods totaling at least 6 months.
- 5 ☐ Check here if you are a member of a family that:
- Received TANF payments for at least the past 18 months, or
 - Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, or
 - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ► Jessica Leno

Date 1/16/2012

WORK OPPORTUNITY TAX CREDIT

PLEASE CHECK "YES" OR "NO" AND ANSWER ALL QUESTIONS

Name Jessica R. Lepo
 Address 4095. Burlington Ave.
 City Longview State CO Zip 80026 Social Security # 609-62-1326
 Date of Birth 11/10/1991 Age 20

Please CHECK ONE ANSWER for each of the following questions, and complete question #5:

1. Have you or any family member living with you received Temporary Assistance to Needy Families (TANF) or Aid to Families with Dependent Children (AFDC) during the past 24 months? Yes ☐ No ☒
2. Have you or any family member living with you received Supplemental Nutritional Assistance Program (SNAP) (Food Stamps) at any time during the past fifteen (15) months? Yes ☐ No ☒
3. Have you received Supplemental Security Income (SSI) benefits in the past sixty (60) days? Yes ☐ No ☒
4. Are you part of the Ticket to Work program? Yes ☐ No ☒

5. Name of person who received benefits _____

Relationship _____ City & State where benefits received _____

6. Are you a veteran? Yes ☐ No ☒ and Disabled due to service? Yes ☐ No ☒
 Service Dates: From: _____ To: _____ Branch: _____

7. Have you been unemployed at any time during the last 12 months? Yes ☐ No ☒
 If yes, dates of unemployment: From: _____ To: _____
 Did you receive unemployment compensation at any point during your unemployment?
 If yes, dates received compensation: From: _____ To: _____ Yes ☐ No ☒

8. Have you been convicted of a felony or released from prison in the last 12 months?
 Date of Conviction: _____ Date of Release: _____ Yes ☐ No ☒
 Parole Officer's Name: _____ Parole Officer's Phone # _____

9. Have you received rehabilitation services from a State approved or Department of Veterans Affairs approved Vocational rehabilitation agency? Yes ☐ No ☒
 Name of Agency _____ Phone # _____
 Address of Agency _____ Counselor's Name _____

10. Have you attended High School, College or Technical School for more than an average of 10 hours per week at any time during the last 6 months? Yes ☐ No ☒

11. Did you receive a high school diploma or GED? If yes, date received: May 23 2009 Yes ☒ No ☐
 Have you been employed or been admitted to technical school or college since then? Yes ☒ No ☐

12. How much in gross wages have you earned TOTAL in the past six months? \$ I don't know

I hereby authorize any agency, organization, or individuals to supply such verification or information that may be needed to determine tax credit eligibility to my employer, employer representative, or the Department of Labor.

→ NEW HIRE SIGNATURE Jessica Lepo DATE 1/6/2012

Questions below to be completed by manager

Starting Wage _____ Position _____
 Has employee worked for this company before? _____ If yes, date and location _____



U.S. Department of Labor
Employment and Training Administration

OMB Control No. 1205-0371
Expiration Date: November 30, 2011

YOUTH SELF-ATTESTATION FORM
Work Opportunity Tax Credit Program

Instructions: This Self-Attestation Form (SAF) is to be completed, signed, and dated by the new hire only. Employers or consultants submit this SAF to the State Workforce Agency with Form ETA 9061 for each certification request filed.

New Hire Name: Jessica R. Leno

Social Security Number: 609-62-1326 Date of Birth: 11/10/1991

Employer Name: Employer Solutions Staffing Group

Employer Federal ID (EIN) Number: -

Please check all the statements that apply to you. Sign and date this form where indicated below.

- ☒ In the past 6 months, I have not attended a secondary, technical or postsecondary school for more than an average of 10 hours per week, not counting periods during which the school is closed for scheduled vacations.
- ☐ I do not have a High School Diploma or GED certificate.
- ☐ I have a High-School diploma or GED certificate awarded more than 6 months ago and I have not attended or been admitted to a technical or post-secondary school. I also have not held a job (other than occasionally) since receiving my High-School diploma or GED certificate.

Under penalties of perjury, I declare that this information is true and correct to the best of my knowledge.

New Hire's Signature: Jessica R. Leno Date 1/6/2012

Privacy Act Notice:

The Internal Revenue Code of 1986, Section 51, as amended and its enacting legislation, P.L. 104-188, specify that the State Workforce Agencies are the "designated" agencies responsible for administering the WOTC certification procedures of this program. The information you have provided completing this form, including the Social Security Number, will be disclosed by your employer to the State Workforce Agency. Provision of this information is voluntary; however the information is required to determine your employer's eligibility for the federal tax credit.

Public Burden Statement:

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to complete this form is required to obtain or retain benefits (P.L. 111-5). Public reporting burden is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the U.S. Department of Labor, Division of Adult Services, Room S-4209, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371). Please do not submit completed forms to this address.

Background Investigation Information Release Form

Please read this form carefully and be aware that by allowing Employer Solutions Staffing Group LLC to investigate your background with state and federal agencies, you will be waiving and releasing all claims for damages you might sustain arising out of the criminal and driving record background check and review.

I understand that a successful criminal and driving record background investigation is a condition of my employment by Employer Solutions Staffing Group LLC to work at facilities of:

Corporate Management Group

and, further, that Employer Solutions Staffing Group may, at its discretion, conduct periodic criminal and driving record background investigations on me during the course of my employment with Employer Solutions Staffing Group.

I agree to waive and relinquish all claims I may have against Employer Solutions Staffing Group LLC and its officers, agents, servants and employees as a result of my participation in any criminal and driving record background investigation.

I do hereby fully release and discharge Employer Solutions Staffing Group LLC, its respective officers, agents, servants, and employees from any and all claims from damages that I may have or that may accrue to me on account of the results of any aspect of any criminal and driving record background investigation.

I further agree to indemnify and hold harmless and defend Employer Solutions Staffing Group LLC, its respective officers, agents, servants, and employees from any and all claims resulting from damages sustained by me or arising out of, connected with, or in any way associated with, any of the activities of any criminal and driving record background investigation and review.

I have read and fully understand this Waiver and Release of All Claims.

604-62-1326

Social Security Number

07-019-154

Driver's License No:

Leno

Last Name

Jessica

First Name

CO

State

Rose

M.I

Maiden and/or Other Last Names Used

4095 Burlington Ave.

Current Address

Lafayette, boulder county

City and County

CO, 80026

State and Zip Code

11/10/1991

Date of Birth

Circle One:

Male / Female

Signature:

Jessica Leno

Date: 1/6/2012

INJURY MANAGEMENT PROGRAM

Injured Worker's Responsibilities

As your employer, we are concerned about your full recovery. Reasonable and necessary medical care will be paid for any compensable work injury. Medically authorized time away from work will be reimbursed in accordance with the **State of Colorado workers' compensation laws**. Wherever possible light duty restrictions imposed as a result of your injury will be accommodated.

RESPONSIBILITIES OF THE INJURED WORKER:

- **I have been hurt on the job, what do I do?**

If you experience a life or limb threatening injury on the job, seek immediate medical attention at the nearest emergency room and then notify your supervisor in writing. A life or limb threatening injury means an injury that you believe threatens a portion of your body or your life in such a way that immediate medical care is needed to prevent your death or serious damage. In all other instances, notify your employer or supervisor that you have been injured before obtaining any medical care. All injuries, no matter how small, should be reported to your employer.

If your employer has designated a medical provider before or at the time of the injury, you will be required to see that provider for medical care. If you choose to seek your own medical care it may result in nonpayment of medical benefits and you may be liable for your medical costs. If your employer does not direct you to a medical provider, you may seek treatment from the provider of your choice.

By law, you must notify your employer in writing within four working days of an injury, even if you have advised them verbally. If you do not report your injury to your employer in writing within four working days, you may be penalized and lose up to one day's compensation for each day's delay, provided that your employer has posted a sign requiring four days' written notice. You may still file a claim for benefits even if you are late reporting the injury to your employer.

Your employer has the right in the first instance to designate the medical provider that injured employees must use. If your employer does not do so at the time of the injury, you may choose your own medical provider.

After the claim is filed, the insurance company may request that you be examined by another doctor of its choice, at its expense. If you do not go to this examination, the insurance company may ask the Division for permission to stop your benefits.

Attend all scheduled appointments. While on physical limitations, visits should be a minimum of once every two weeks. Failure to have current medical support for disability may result in termination of benefits. Schedule your next

appointment immediately after your doctor visit, before you leave the clinic if possible.

Obtain a Report of Workability from your physician at every appointment, a minimum of once every two weeks. Colorado rules requires that your physician cooperate with return to work planning and that you be released to return to work at the earliest appropriate time.

Immediately following your appointment, provide a copy of the report to the designated employer representative. You should deliver this in person so that changes in work restrictions may be addressed and any questions answered.

Follow all physical restrictions at home and at work.

Report to work and perform physically suitable tasks as assigned. These may or may not be in your regular department. The work may or may not be on your usual shift.

Maintain regular, weekly, communication with your employer if you are unable to return to work. Contact your employer a minimum of after every visit with your primary health care provider. Keep the claims representative advised of your status.

Notify your employer immediately of any new injuries or conditions that impact your physical condition.

If it is necessary to miss scheduled work due to a work injury, you must be seen by your primary health care provider the same day in order to receive compensation for the time away from work. The physician must complete a Report of Workability.

I have read my responsibilities and agree to abide by these guidelines.

Printed Name: Jessica Leno Signature: Jessica Leno

DATE: 1/6/2012

**EMPLOYER SOLUTIONS STAFFING GROUP
IN CASE OF AN EMERGENCY - NOTIFICATION INFORMATION**

Name: Jessica Leno
Address: 4095 Burlington Ave. Lafayette, CA 94502
Home Phone: 720-289-2261

Person(s) to contact in case of an emergency on the job (in order of preference):

1. Name: Roberta Leno
Phone (work): 303-304-9041
Phone (home): _____
2. Name: Reginald Miller
Phone (work): 303-579-5713
Phone (home): _____

Additional information you want Employer Solutions Group and our clients to know in the event of an emergency:



Notification of Colorado Law Requirement – Unemployment Acknowledgement

According to Colorado Statutes section 8-73-105.3. A temporary employee who is given a notice that the employee is required to contact or notify the employer upon completion of an assignment and to be available to work, as agreed upon at the time of hire, during a specified period of time, on specified dates, or upon call by the employer on an as-needed basis and who does not contact or notify the employer upon completion of an assignment in compliance with the notice and is not available to work at the agreed-upon times is deemed to have voluntarily terminated employment for the purpose of determining benefits pursuant to section 8-73-108 (5) (e). Also, a temporary employee who agrees to work on an as-needed basis and refuses all work within three separate pay periods when contacted by the employer is deemed to have voluntarily terminated employment for reasons that may or may not allow an award of benefits pursuant to section 8-73-108.

It is your responsibility to contact or notify ESSG once your assignment ends. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact or notify ESSG once an assignment ends. I also acknowledge that I have received a separate copy of this form. J.L. (Initial)

Jessica Leno
Employee Signature:

1/6/2012
Date:

Jessica Leno
Employee (please print your name here)



employer solutions staffing group^{ac}

Leveraging Resources in a Changing Market

To: All Employees

Quien: Todos Empleados

From: Corporate Management Group & Employer Solutions Group

De: Corporate Management Group y Employer Solutions Group

Re: Stop Payment Check Fee

Re: Tarifa de cheque parado

Effective immediately, to replace a lost or stolen check, \$50.00 will be deducted from the replacement check for a stop payment fee and for a reprocessing fee. *Efectivo inmediatamente, para reemplazar un cheque de sueldo perdido o robado, \$50.00 de tarifa sera deducido de el cheque reemplazado para parar el cheque original y para procesarlo demuevo.*

If you lose your check, we will first have to verify that it has not been processed through the bank. If it has not, a new check will be issued, minus the \$50.00 fee. *Si usted pierde su cheque, tendremos que verificar que no ha sido procesado en el banco. Si no, un cheque nuevo sera processado, menos las tarifa de \$50.00.*

If your check is stolen, we will first need a copy of the police report before a new check can be reissued. After we receive a copy of the police report, a new check will be issued following the same procedures as listed above. *Si su cheque es robado, necesitaremos una copia de el reporte de policia antes de que un cheque nuevo sera procesado. Despues de obtener una copia del reporte de policia, un cheque nuevo sera procesado usando los mismos procedimientos mencionados arriba.*

If you have any questions regarding this new policy, please contact your On-Site Representative or the Corporate Office (303-920-1425). *Si usted tiene preguntas sobre esta poliza, por favor contacte a su representante de CMG o la oficina corporal al (303-920-1425)*

Thank you for your continued dedication and hard work!

Gracias por su dedicacion continua!

By signing below you are confirming that you understand the above policy.
Con su firma abajo usted esta confirmando que entiende la poliza descrita.

Signature/Firma: _____

[Handwritten Signature]

Date/Fecha: _____

1/6/2012

EMPLOYEE INFORMATION
(Must Be Filled Out)

ENROLLMENT FORM - 10K PLAN

USE BLACK or BLUE INK ONLY

Social Security Number 609-62-1326Date of Birth 11/10/1991 Sex M ☒ FName Jessica LenoStreet Address 4095. Burlington AveCity Lafayette State CO Zip 80026Home Phone 725-289-2261

Do you or any dependents have Medicare?

☐ Yes ☒ No If Yes:

Medicare Health Insurance Claim Number (HICN)

Medicare Effective Date

Names of Covered Person(s)

1. 2. 3. 4.

- You MUST enroll in the Medical Insurance Plan before adding STD or Term Life.
- Your coverage level for Term Life will be identical to your medical plan selection.

BENEFIT SELECTION

Weekly Rates

MEDICAL

- ☐ \$20.91 Employee Only
- ☐ \$42.44 Employee +1
- ☐ \$56.67 Employee + Family
- ☒ NO to MEDICAL, TERM LIFE, and STD benefits.

DENTAL

- ☐ \$5.99 Employee Only
- ☐ \$11.98 Employee +1
- ☐ \$19.77 Employee + Family
- ☒ NO

TERM LIFE

- ☐ YES \$0.60 Employee Only
- ☐ YES \$0.90 Employee +1
- ☒ NO \$1.80 Employee + Family

SHORT-TERM DISABILITY

- ☐ YES \$4.20 Employee Only
- ☒ NO

Short-Term Disability is not available to persons who work in California, Hawaii, New Jersey, New York, or Rhode Island.

REQUIRED DEPENDENT INFORMATION

Name Social Security Number - Date of Birth / / Sex M FRelationship: ☐ Spouse ☐ Domestic Partner ☐ ChildName Social Security Number - Date of Birth / / Sex M FRelationship: ☐ Spouse ☐ Domestic Partner ☐ ChildName Social Security Number - Date of Birth / / Sex M FRelationship: ☐ Spouse ☐ Domestic Partner ☐ ChildName Social Security Number - Date of Birth / / Sex M FRelationship: ☐ Spouse ☐ Domestic Partner ☐ Child

BENEFICIARY INFORMATION

For Term Life and Accidental Death & Dismemberment please write in your Beneficiary information.

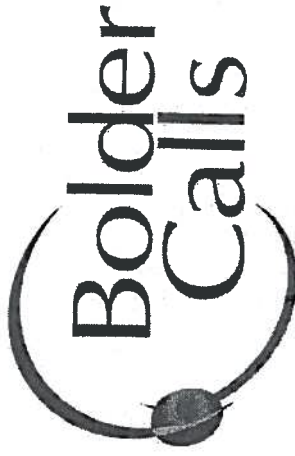
NAME OF BENEFICIARY

RELATIONSHIP

Accidental Death & Dismemberment is part of the Medical Benefit.

I have read the benefit packet and understand its limitations. I understand that open enrollment is only available for a limited time and I understand that making no benefit selection is a declination of coverage.

Signature Jessica LenoDate 01/06/2012



Innovative Telebusiness Solutions

TSR Permanent Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours	3-10	3-10	3-10	3-10	3-10	

Name (Printed):

Jessica Lead CMG

Date:

1-10-12

TSR Signature:

Date:

1/6/12

Supervisor Signature:

Date:

1/6/12

TSR Training Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	1/9	1/10	1/11	1/12	1/13	
Hours	130-9	3-9	3-9	3-9	3-9	