

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



Applicant Information

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

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Ayala, Jordan Date: 12/20/2020

Address: (Street Address) 4133 Mallard PI SE (Apt. /Unit #) _____

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

Phone: 515408 9948 Email: jordan ayala 17@yahoo.com

Social Security No. 480-25-1620 Date Available: ASAP

Position Applied for: Merchandise Opererator Desired Salary: \$17.50 - \$18

Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time ___ Part-Time

Are you authorized to work in the U.S? Yes ___ No

How did you hear about us? Indeed Referral Name: _____

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? No ___ Yes

Education

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	<u>PrairieValley Gowrie, IA</u>	<u>Gowrie, IA</u>	<u>4 years of high school</u>	<u>High School Diploma</u>
College				
Bus. Or Trade School				
Professional School				

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Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for reference? Yes No

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for reference? Yes No

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Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature: _____ Date: _____

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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: _____

Jordan Ayala

Rochester, MN

jordanayala4_6ny@indeedemail.com

5154089948

Dependable skilled communicator, hardworking reliable individual, optimistic and well organized professional, patient, well-mannered with quick learning capabilities, and self-motivated.

Authorized to work in the US for any employer

Work Experience

Human Service Technician

State of Minnesota

July 2019 to Present

Transport individuals to and from appointments. Take care of IADL's of individuals. Take care of ordering medications. Ensure that individuals complete all daily tasks set out for them. Make sure shifts run smoothly. Complete grocery shopping. Complete menu planning. Assist manager with tasks that need completed.

Performing custodial maintenance, grocery shopping, menu planning, and implementation of home rules and regulation. Maintain financial/billing records, medical records, medical appointments, individual medication, client personal records, client documentation, and supply inventory. Conduct client care and services, medication administration, medication order/pick-up, staff/client meetings, staff training, manager training, medication demonstration testing. Performed clerical work that included answering phones, client mail, paperwork filing, and client paperwork.

Staff Lead

Progressive Living - Mankato, MN

July 2016 to July 2018

Transport individuals to and from appointments. Take care of IADL's of individuals. Take care of ordering medications. Ensure that individuals complete all daily tasks set out for them. Make sure shifts run smoothly. Complete grocery shopping. Complete menu planning. Assist manager with tasks that need completed.

Performing custodial maintenance, grocery shopping, menu planning, and implementation of home rules and regulation. Maintain financial/billing records, medical records, medical appointments, individual medication, client personal records, client documentation, and supply inventory. Conduct client care and services, medication administration, medication order/pick-up, staff/client meetings, staff training, manager training, medication demonstration testing. Performed clerical work that included answering phones, client mail, paperwork filing, and client paperwork.

Crew

McDonald's - Fort Dodge, IA

December 2012 to October 2015

Maintained high standards of customer service during high-volume, fast-paced operations. Communicated clearly and positively with coworkers and management. Mastered point-of-service (POS) computer system for automated order taking. Handled currency and credit transactions quickly and accurately.

Followed procedures for safe food preparation, assembly, and presentation. Assisted management with inventory control and stock ordering. Built loyal clientele through friendly interactions and consistent appreciation. Resolved complaints promptly and professionally. Cross-trained and coordinated scheduling with team members to ensure seamless service. Took initiative to find extra tasks when scheduled duties were completed.

Education

High School Diploma

Prairie Valley High School - Gowrie, IA

May 2014

Skills

- Microsoft Office Products (2 years)
- Direct Care (4 years)
- Customer Service (7 years)
- Mental Health (2 years)