



New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG interview. Please sign and date the bottom of this form stating that you received your log in information.

CMG/ESSG/Reichel Foods Handbook

Healthcare Notice of Exchange and Website for Enrollment

Safety Policy

Drug and Alcohol Testing Policy

View Paystubs

Employee Notice of Employment and Wage

Website: <https://zenople.esgazure.com/login/cmg>

****do not fill out the login name or password. CMG will provide you with this information****

Login Name: Moha 8912

Login Password: Amed 8912!

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the content, it is my responsibility to address my questions with a CMG representative. I also hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Signature:  Date: 06/19/2026

Employee Photo Release Form

I, Safiya Mohamed agree to let Reichel Foods use my picture for internal security purposes. I also agree to submit a written request to Reichel Foods if/when I wish my photo be removed from the company database.

Signature: Safiya Date: 06/19/2026

Emergency Contact Information

Please list at least one person with one working phone number. We will only contact the name(s) listed below if we are unable to get ahold of you or if there is an emergency.

Contact #1	Contact #2
Name: <u>Abdi Iman</u>	Name: _____
Relationship: <u>Son</u>	Relationship: _____
Phone Number: <u>507-271-6786</u>	Phone Number: _____

Additional information you want ESSG and our client to know in the event of an emergency:

This information will remain confidential and will only be used in the case of an emergency.

Authorization to Enter New Hire Information

By signing below, I authorize a member of Corporate Management Group to enter my new hire paperwork into ESSG's online Zenople Employee Portal. I understand that I will be provided access via login name and password to view forms that have been entered on my behalf.

Signature: Safiya Date: 06/19/2026

Insurance Information

I understand that the CMG Staff defaults to decline insurance when entering my new hire paperwork unless specified otherwise during my interview. I understand that I have 30 days after my job offer to apply for insurance through ESSG via the log in information provided to me.

Signature: Safiya Date: 06/19/2026

Electronic W-2 Consent

The IRS has approved employers to send W-2's electronically to employees. You will receive your W-2 faster and have access to your W-2 at anytime.

Would you like to receive your W-2 statement electronically? Yes ☐ No ☒

Email: Safiyaom74@icloud.com

EEO Information

Please choose one option under the following:

Gender

- No Answer
- ☒ -Female
- Male
- Non Binary
- Other

Marital Status

- No Answer
- Divorced
- ☒ -Married
- Unmarried
- Widowed

Ethnicity

- Alaska Native
- Asian
- Hispanic Latino
- Other Pacific Islander
- Unknown Ethnicity
- No Answer
- American Indian
- ☒ -Black or African American
- Native Hawaiian
- Two or more Races
- White

Veteran

- Vietnam Era Veteran
- Veteran
- ☒ -Non-Veteran
- Other Protected Veteran
- Recently Separated Veteran
- Special Disabled Veteran
- No Answer

Signature: _____

Sunny

Date: _____

06/19/2026

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2026

Step 1: Enter Personal Information	(a) First name and middle initial Safiyo M	Last name Mohamed	(b) Social security number 139918912
	Address 835 40th St NW A105		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code Rochester, MN, 55901		
	(c) ☐ Single or Married filing separately ☒ Married filing jointly or Qualifying surviving spouse ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

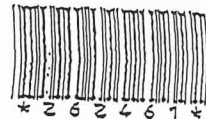
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate. ☐
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Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): (a) Multiply the number of qualifying children under age 17 by \$2,200 (b) Multiply the number of other dependents by \$500 Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here	3(a) \$ 3(b) \$	
Step 4: Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income (b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here (c) Extra withholding. Enter any additional tax you want withheld each pay period	3 \$ 4(a) \$ 4(b) \$ 4(c) \$	

Exempt from withholding	I claim exemption from withholding for 2026, and I certify that I meet both of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027. ☐		
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Sami Employee's signature (This form is not valid unless you sign it.)		
Employers Only	Employer's name and address	First date of employment	Date 06/19/2026
	Employer identification number (EIN)		



2026 W-4MN, Minnesota Employee Withholding Certificate

Employees

Complete Form W-4MN so your employer can withhold the correct Minnesota income tax from your pay. Consider completing a new Form W-4MN each year and when your personal or financial situation changes. If no Form W-4MN is in effect, the number of withholding allowances claimed will be zero.

First Name and Initial Safyo	Last Name Mohamed	Social Security Number 139918912
Permanent Address 835 40th St NW A109		Marital Status (Check one): ☐ Single; Married, but legally separated; or Spouse is a nonresident alien ☒ Married ☐ Married, but withhold at higher Single rate
City Rochester	State Mn	ZIP Code 55901

Complete Section 1 OR Section 2, then sign the bottom and give the completed form to your employer.

Section 1 - Determining Minnesota Allowances

- ☐ Section 1 - Determining Minnesota Allowances
- A Enter "1" if no one else can claim you as a dependent. A _____
- B Enter "1" if any of the following apply: B _____
- You are single and have only one job
 - You are married, have only one job, and your spouse does not work
 - Your wages from a second job or your spouse's wages are \$1500 or less
- C Enter "1" if you are married, or 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 the number of dependents you will claim on your tax return. D _____
- E Enter "1" if you will use the filing status Head of Household (see instructions). E _____
- F Add steps A through E. If you plan to itemize deductions on your 2026 Minnesota income tax return, you may also complete the Itemized Deductions and Additional Income Worksheet. F _____

- 1 Minnesota Allowances. Enter Step F from Section 1 above or Step 10 of the Itemized Deductions Worksheet. 1 _____
- 2 Additional Minnesota withholding you want deducted for each pay period (see instructions). 2 \$ _____

Section 2 - Exemptions from Minnesota Withholding

Complete Section 2 if you claim to be exempt from Minnesota income tax withholding (see Section 2 instructions for qualifications). If applicable, check one box below to indicate why you believe you are exempt:

- ☐ A I meet the requirements and claim exempt from both federal and Minnesota income tax withholding.
- ☐ B Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding, because:
- I had no Minnesota income tax liability last year.
 - I received a refund of all Minnesota income tax withheld.
 - I expect to have no Minnesota income tax liability this year.
- ☐ C All of these apply:
- My spouse is a military service member assigned to a military location in Minnesota.
 - My domicile (legal residence) is in another state.
 - I am in Minnesota solely to be with my spouse. My state of domicile is _____.
- ☐ D I am an American Indian that resides and works on a reservation for which I am enrolled (see instructions). Enter the reservation name: _____
- ☐ E I am a member of the Minnesota National Guard or an active-duty U.S. military member and claim exempt from Minnesota withholding on my military pay. Enter your Certificate of Degree of Indian Blood (CDIB)/Enrollment number: _____
- ☐ F I receive a military pension or other military retirement pay as calculated under U.S. Code, title 10, sections 1401 through 1414, 1447 through 1455, and 12733, and I claim exempt from Minnesota withholding on this retirement pay.

I certify that all information provided in Section 1 OR Section 2 is correct. I understand there is a \$500 penalty for filing a false Form W-4MN.

Employee's Signature **Safyo** Date **06/19/2026** Daytime Phone Number **507-319-1147**

Employers: Give the completed form to your employer.

Employers

See the employer instructions to determine if you must send a copy of this form to the Minnesota Department of Revenue. If required, enter your information below and mail this form to the address in the instructions. Incomplete forms are considered invalid. We may assess a \$50 penalty for each required Form W-4MN not filed with us. Keep a copy for your records.

Name of Employer	Minnesota Tax ID Number	Federal Employer ID Number (FEN)
Address	City	State ZIP Code

Consent to Receive Employer Solutions Staffing Group II, LLC
Plan Disclosures Electronically

(Initials)

S.M

I have read and received the Statement Regarding Employer Solutions Staffing Group II, LLC Plan Electronic Disclosures (the Statement), which is set out above.

S.M

I consent to receiving the type of documents described in the Statement by electronic means at the following e-mail address: OSG@emilsolutionsgroup.com

S.M

I understand that if my email address changes, I must notify ESSG's Employee Benefits Team by sending an email to: benefits@employersolutionsgroup.com.

S.M

I confirm that I have the ability to access information in the electronic form that is described in the Statement. I understand that I will receive copies of the types of documents described in the Statement only in the electronic form described there unless I exercise my right to affirmatively request a paper copy of such document. I understand that I can withdraw this consent at any time by sending an e-mail to ESSG's Employee Benefits Team at benefits@employersolutionsgroup.com with the subject line: CONSENT WITHDRAWN FOR ELECTRONIC DISCLOSURE and include in the body my full name, address and phone number.

I DO NOT consent to receiving the type of documents described in the Statement by electronic means.

Print Name: Safiyu Mohamed

E-mail Address to be used for Electronic Delivery: Safiyom74@icloud.com

Signature: Smy

Date: 06/19/2026

Statement Regarding Employer Solutions Staffing Group II, LLC Plan Electronic Disclosures

Individuals entitled to receive benefits under Employer Solutions Staffing Group II, LLC's Employee Benefits Plan (the Plan) are also entitled to be furnished with certain documents required by ERISA. Employer Solutions Staffing Group II, LLC intends to provide the following documents to you by electronic delivery (as described below):

- the Summary Plan Description (SPD);
- any required Summaries of Material Modifications (SMMs);
- the Summary Annual Report (SAR); and
- any documents required to be furnished under ERISA § 104(b)(4) on request by a participant or beneficiary under the Plan or made available under ERISA § 104(b)(2).

Electronic Delivery Method to Be Used: These ERISA-required documents will be furnished to you in each case as an attachment to an e-mail sent to the e-mail address you specify to us. The attachment will be in Microsoft Word or Adobe PDF. To access the e-mail and attached document, you must have (1) a computer with Internet access; (2) access to a program (either installed or on the internet) on that computer allowing you to send and receive e-mails (such as Gmail, Yahoo Mail, or Outlook); and (3) the application program Adobe Acrobat Reader and Microsoft Word for Windows 97 or higher installed on your computer allowing you to open and read the attached document. To retain a copy of the e-mail and attached document for future reference, you must either (1) be able to print a copy on a printer attached to the computer; or (2) save a copy in electronic form onto a backup system external to your computer's hard drive (e.g., on a zip drive).

If any of these requirements change in a way that creates a material risk that you will no longer be able to access and retain electronically transmitted documents, you will be furnished with notice and required to provide an additional consent for receiving documents electronically.

What You Must Do: To receive documents electronically, you must do the following:

1. Provide us with an e-mail address to which electronic documents should be sent. To update your e-mail address, you must notify ESSG's Employee Benefits Team by sending an e-mail message to benefits@employersolutionsgroup.com that indicates in the subject line: Change in E-Mail Address for Electronic Disclosure.

Your Right to a Paper Copy: You have a right to request and obtain a paper version of any electronically transmitted document at no charge. Contact ESSG's Employee Benefits Team at 952-757-9519 or benefits@employersolutionsgroup.com to request a paper copy.

Voluntary Self-Identification of "Protected" Veteran Status

Why Are You Being Asked to Complete This Form?

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). VEVRAA requires Government contractors to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

☐ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW

☒ I AM NOT A PROTECTED VETERAN

☐ I DO NOT WISH TO ANSWER

Safiyo
Your Name

06/19/2026
Today's Date

Work Opportunity Tax Credit

Please circle Yes or No to the following questions:

- In the last year, have you or anyone you've lived with received SNAP (Supplemental Nutrition Assistance Program also referred to as food stamps)? Yes/No
- In the last two years, have you or anyone you've lived with received TANF (Temporary Assistance for Needy Families also referred to as welfare)? Yes/No
- Are you a veteran of the U.S. Military/Armed Forces? Yes/No
- Are you a person who has a disability? Yes/No
- Have you ever been convicted of a felony? Yes/No
- Are you unemployed? Yes/No
- Have you collected unemployment benefits at any time during your unemployment period? Yes/No

Thank you for taking the time to complete this survey related to IRS Form 8850 (Pre-screening Notice and Certification Request for the Work Opportunity Tax Credit) and the ETA Form 9175 (Long-Term Unemployment Recipient Self-Attestation Form). These forms are used to verify the information you have provided and to manage the important WOTC jobs program.

If you agree with the following declaration, click the submit button to electronically sign the Forms 8850 and (if applicable) 9175. Your electronic signature will authorize the Veterans Administration, Department of Vocational Rehabilitation, Tribal Governments, federal and state unemployment insurance offices, or other applicable agency to release verification of information to TOC. If the name is incorrect, type in your correct name and click the submit button to electronically 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.

Signature: Smy:

Date: 06/19/2026

Direct Deposit

Payday is weekly on Friday.

Bank Name Wells Fargo Routing # 091000019 Account # 7660949376

Checking or Savings

I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs included in account number that provide is incorrect.

___ Please check here if you do not have your account information or have an account. We will provide you with a Bank of America Money Network Card.

___ Please check here if you would like your paystubs electronically emailed to your email address.

Signature: Smy:

Date: 06/19/2026

Background Check Authorization

I, hereby authorize and its designated agents and representatives to conduct a comprehensive background check as part of the employment screening process. This background check may include, but is not limited to, the following:

1. Criminal background check: This may involve researching and reporting any criminal convictions or pending criminal cases.
 2. Employment history verification: This may include contacting past employers to verify work history, job titles, dates of employment, and reasons for leaving.
 3. Education verification: This may include verifying academic degrees, diplomas, and certificates from educational institutions.
 4. Professional references: This may involve contacting individuals listed as professional references by the employee to assess their qualifications and suitability for the position.
 5. Credit history check (if applicable): This may include obtaining information related to the employee's credit history and financial responsibility.
- Driving record check (if applicable): This may involve reviewing the employee's driving history, including any traffic violations and accidents.

Release of Information:

I understand that, in the course of the background check process, may need to disclose my personal information to third-party vendors or agencies for the purpose of obtaining the necessary background information. I consent to the release of such information.

By signing below, I acknowledge that I have read and understand the terms of this consent form and voluntarily consent to the background check described herein.

Signature: *Samy* Date: 06/19/2026

Notification of Minnesota Law Requirement – Unemployment Acknowledgement

According to Minnesota Statute section 268.095, subdivision 2, paragraph (d), an applicant who, within five calendar days after completion of a suitable job assignment from a staffing service, (1) fails without good cause to affirmatively request an additional suitable job assignment, (2) refuses without good cause an additional suitable job assignment offered, or (3) accepts employment with the client of the staffing service, is considered to have quit employment. This paragraph applies only if, at the time of beginning of employment with the staffing service, the applicant signed and was provided a copy of a separate document written in clear and concise language that informed the applicant of this paragraph and that unemployment benefits may be affected. It is your responsibility to contact ESSG through the recruiter stated below for additional assignments. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact ESSG through the recruiter stated below within 5 calendar days once an assignment ends. I also acknowledge that I have been provided a copy of this form.

Signature: *Samy* Date: 06/19/2026

*Of the United States,
to enter in form a more perfect Union,
establish Justice, insure domestic Tranquility,
provide for the common defense,
promote the general Welfare, and secure
the Blessings of Liberty to ourselves and
our Posterity, do hereby ordain and establish this
Constitution for the United States of America.*

PASSPORT
PASSEPORT
PASAPORTE



Type / Type / Tipo	Code / Code / Código	Passport No. / No. du Passeport / No. de Pasaporte
P	USA	650599178

Surname / Nom / Apellidos

MOHAMED

Given Names / Prénoms / Nombres

SAFIYO MOHAMUD

Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimiento

05 Mar 1974

Place of birth / Lieu de naissance / Lugar de nacimiento

SOMALIA

SUMALIA
Date of Issue / Date de délivrance / Fecha de expedición

~~12-Feb-2020~~

12-FEB-2020
Date of expiration / Date d'expiration / Fecha de caducidad

11 Feb 2030

11 Feb 2030
Endorsements / Mentions Spéciales / Anotaciones

SEE PAGE 27

Sex / Sexe / Sexo

F

Authority / Autorité / Autoridad

United States

Department of State

USA

P<USAMOHAMED<<SAFIYO<MOHAMUD<<<<<<<<<<<<<<<<<<<

6505991784USA7403057F3002119345360811<216806

CMG Preliminary Questions



Name: Safyo Mohamed

Date: 06/14/2026

Please Mark Yes or No

- 20 1. If hired are you willing to take a drug test? (Yes) No
- 20 2. Do you have any known food allergies to soy, wheat, peanuts, or milk? Yes (No)
- 20 3. Are you able to work with pork? (Yes) ~~No~~ S.M

Please Mark Your Preferred Position

- 20 4. Which plant do you prefer? South North
- 20 5. What shift to you prefer? 1st 2nd 3rd

Have you ever been convicted of a crime? Yes (No)

Explain

Incident _____

Employee Signature

Safyo

Interviewer Signature

Elizabeth Orozco

Complete after interview

Viewed the Production Video before interview 60 initials

Viewed New Hire Manual before interview 60 initials

Showed badge for punching in/out and with the call in line number
67 initials

Name: Sahyo Mohamed

Date: 06/22/2026

Rick and Rose

CMG Reading Test

**** Please read the story then answer the multiple-choice questions ****

Rick and Rose were good friends. They worked together at Reichel Foods.

One day they had a lot of work, and not enough employees, this same day the supervisor asked Rick to pack carrots and ranch in 100 boxes. Rick was worried he could not finish this before the day ended. He was going to ask Rose for help but he noticed she was gone. He knew if she didn't help, the boxes would not get packed on time.

The supervisor saw Rick working very hard and went to ask Rose for help. He looked for her in the cafeteria. When he saw her taking a break, he asked her why she wasn't helping Rick. "I didn't know that he needed help," said Rose, "I will go help him right away."

When Rick saw Rose coming to help, he felt happy and supported. "Please don't be afraid to ask me to help. We are good friends and co-workers," she said, "and together we make a great team."

1. Who are Rick and Rose?

- a. Co-workers
- b. Good friends
- ☒ c. Both A & B

2. Rick and Rose work at Reichel Foods. True or false? (circle one)

- ☒ a. True
- b. False

3. Where did the supervisor find Rose?

- a. Outside
- b. Working on the line
- ☒ c. In the cafeteria
- d. In the bathroom

4. How did Rick feel when he saw Rose?

- a. Mad
- b. Sad
- ☒ c. Happy
- d. Confused

5. What lesson did Rick and Rose learn?

- a. Teamwork
- b. How to make carrots and ranch
- c. Communication
- ☒ d. Both A & C

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

Denure



Applicant Information

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

Full Name: (Last Name, First Name) Mohamed, Safiyah Date: 06/18/2026
Address: (Street Address) 835 40th St NW (Apt./Unit #) A105
(City) Rochester (State) Mn (ZIP Code) 55901
Phone: 507-319-1147 Email: ~~XXXXXXXXXXXX~~ safiyom74@idoud.com
Social Security No. 139918912 Date Available: 06/22/2026
Position Applied for: assembly line Desired Wage: \$16.00/hr
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? referral Referral Name: Rahma Olad
If under 18, please list age: N/A
Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? No Yes

Previous Employment

Company: CMG/Reichel Foods Phone: _____
Address: 3707 Commercial Dr SW Rochester, Mn Supervisor: Elizabeth/Jimmy
Job Title: Assembly line
Responsibilities: filled containers with apple slices.
From: 05/2023 To: 01/2025 Reason for Leaving: became caregiver for sick mother.
May we contact your previous supervisor for reference? Yes No

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

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



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

Emily

Date:

6/19/2026

Job Description

Production Line Infeed Team

SUMMARY

Responsible for keeping an adequate supply of product in the production lines. This may include maintaining adequate supply of empty product trays in the tray dispenser, produce in the produce hoppers or product in the individual trays. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

- **Personal Protective Equipment Required (PPE):** ear plugs, ninja-hairnet, blue apron, goggles, disposable sleeves, required gloves, clean smock, and assigned footwear.
- Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).

If supplying trays to the line:

- Retrieve a single box of trays from the Production Scanner at the threshold of the production room.
- Transfer box of trays from the wood pallet at threshold to a blue plastic pallet in production area.
- Using a pallet jack designated for that room, pull the pallet of trays over to the machine that will be filled.
- Wash hands, change sleeves and gloves.
- Pull bags of trays out of the box.
- Stage stacks of trays on the table/cart at the tray dispenser.
- Place small stack of trays into each slot of the tray dispenser.
- Keep an adequate supply of empty product trays in the tray dispenser.
- Manually place trays onto the conveyor as needed.
- At the end of the production run, place loose trays back into bags and return to inventory.

If supplying the product hopper:

- Ensure product hopper on designated machine is supplied with RTE product.
- MV1/O6 Production room: Bring racks loaded with slotted trays full of produce from the produce transfer window to the production lines. Load the produce hoppers with the produce in the slotted trays. Place the empty slotted tray back on the rack. Bring the empty trays in the rack back to the produce window and exchange the empty slotted trays for trays full of produce.
- MV2 and Rotary Production room: Take trays from the Cart Transfer Person at the threshold of the production room and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
 - a) Empty each slotted tray of product into the hopper as needed and place empty trays back into the rack.
 - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
 - c) Sanitize rack before loading additional full slotted trays.

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- If on the Rotary machine, may place the trays full of product ready to be packaged on the Rotary sealing plates.

If filling empty trays with product:

- Fill the empty trays on the production lines with the required food ingredients while ensuring each tray has proper volume of product prior to packaging.
- Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
- Adhere to company employee hygiene practices, company food safety procedures and GMPs.
- Other duties as assigned by the Lead and Production Supervisor.
- Verify routine hourly line sanitizing and line sanitizing at breaks.
- Sign off on the Daily Line Sanitizing Log daily.
- Ensure line employees sanitize hands and manage hand sanitizing alarm.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

POTENTIAL EQUIPMENT/MACHINERY USED

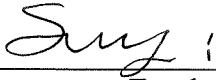
Stainless steel carts, Stainless steel trays, Ingredient filling utensils, conveyors, Rotary machine, pallet jack.

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

<u>Safiyo Mohamed</u>	<u></u>	<u>6/19/26</u>
Employee Printed Name	Employee Signature	Date
Supervisor Signature		