



# New Hire Application

**Personal Data-- PLEASE PRINT LEGIBLY IN INK**

Last Name Medrano First Name Maria Middle Initial M  
 Street Address 250 N Linden Ave Apt/Ste 58  
 City/State/Zip Rialto/CA/92376 Social Security Last Four XXX-XX- 7875  
 Phone Number 9094619274 Email Address mayelamedrano52@gmail.com  
 Staffing Agency/Recruitment Partner Jamie Ready

**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 rehiring.

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.

Maria Medrano *Maria Medrano* Apr 11, 2018  
Maria Medrano (Apr 11, 2018)  
 Name (Print or type) Applicant's Signature Date

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

| For ESSG Office Use Only        |                                  |                             |   |                          |
|---------------------------------|----------------------------------|-----------------------------|---|--------------------------|
| DOH _____                       | NHW _____                        | I-9 _____                   | 8850 _____                                      | W4 _____                 |
| Emergency Contact Info<br>_____ | Background Release Form<br>_____ | Background Results<br>_____ | Unemployment Letter<br>(If applicable)<br>_____ | ESC Application<br>_____ |
| For ESSG Client Use             |                                  |                             |   |                          |
| DOH _____                       | ROP _____                        | Work Site Loc. _____        | WC Code _____                                   |                          |

# Form W-4 (2018)

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**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.** You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

## General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**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 might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

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

## Specific Instructions

### Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

**Line F. Credit for other dependents.** When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

|  |  |   |  |   |
|--|--|---|--|---|
| <b>Form W-4</b><br>Department of the Treasury<br>Internal Revenue Service  |  | <b>Employee's Withholding Allowance Certificate</b>                 |  | OMB No. 1545-0074<br><b>2018</b>                    |
| ▶ Whether you're 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.   |  |   |  |   |
| <b>1</b> Your first name and middle initial<br>Maria M   |  | Last name<br>Medrano  |  | <b>2</b> Your social security number<br>608-04-7875 |
| Home address (number and street or rural route)<br>250 N Linden Ave  |  |   | <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Married, but withhold at higher Single rate.<br>Note: If married filing separately, check "Married, but withhold at higher Single rate." |   |
| City or town, state, and ZIP code<br>Rialto/CA/92376   |  |   | <b>4</b> If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ <input type="checkbox"/>   |   |
| <b>5</b> Total number of allowances you're claiming (from the applicable worksheet on the following pages) . . . . .   |  |   |  | <b>5</b> 1  |
| <b>6</b> Additional amount, if any, you want withheld from each paycheck . . . . .   |  |   |  | <b>6</b> \$ 0                                       |
| <b>7</b> I claim exemption from withholding for 2018, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶ |  |   |  | <b>7</b> 1  |
| 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.  |  |   |  |   |
| <b>Employee's signature</b><br>(This form is not valid unless you sign it.) ▶  |  | <i>Maria Medrano</i><br><small>Maria Medrano (Apr 11, 2018)</small> |  | Date ▶ Apr 11, 2018                                 |
| <b>8</b> Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)   |  |   | <b>9</b> First date of employment  | <b>10</b> Employer identification number (EIN)      |

This form can be used to manually compute your withholding allowances, or you can electronically compute them at [www.taxes.ca.gov/de4.pdf](http://www.taxes.ca.gov/de4.pdf)

**EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

|   |  |
|---|--|
| Type or Print Your Full Name<br>Maria Mayela Medrano                      | Your Social Security Number<br>608-04-7875   |
| Home Address (Number and Street or Rural Route)<br>250 N Linden Ave SP 58 | Filing Status Withholding Allowances<br><input checked="" type="checkbox"/> SINGLE or MARRIED (with two or more incomes) |
| City, State, and ZIP Code<br>Rialto CA 92376                              | <input type="checkbox"/> MARRIED (one income)<br><input type="checkbox"/> HEAD OF HOUSEHOLD                              |

1. Number of allowances for Regular Withholding Allowances, Worksheet A 1  
 Number of allowances from the Estimated Deductions, Worksheet B 1  
 Total Number of Allowances (A + B) when using the California Withholding Schedules for 2013 \_\_\_\_\_  
 OR  
 2. Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C 0  
 OR  
 3. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here)

**Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.**

Signature Maria Mayela Medrano Date \_\_\_\_\_  
Maria Mayela Medrano (Apr 11, 2012)

|                             |                                    |
|-----------------------------|------------------------------------|
| Employer's Name and Address | California Employer Account Number |
|-----------------------------|------------------------------------|

----- cut here -----

Give the top portion of this page to your employer and keep the remainder for your records.

**YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.**

**IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.**

PURPOSE: This certificate, DE 4, is for **California Personal Income Tax (PIT) withholding** purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

You should complete this form if either:

- (1) You claim a different marital status, number of regular allowances, or different additional dollar amount to be withheld for California PIT withholding than you claim for federal income tax withholding or,
- (2) You claim additional allowances for estimated deductions.

**THIS FORM WILL NOT CHANGE YOUR FEDERAL WITHHOLDING ALLOWANCES.**

The federal Form W-4 is applicable for California withholding purposes if you wish to claim the same marital status, number of regular allowances, and/or the same additional dollar amount to be withheld for state and federal purposes. However, federal tax brackets and withholding methods do not reflect state PIT withholding tables. **If you rely on the number of withholding**

**allowances you claim on your Form W-4 withholding allowance certificate for your state income tax withholding, you may be significantly underwithheld.** This is particularly true if your household income is derived from more than one source.

**CHECK YOUR WITHHOLDING:** After your Form W-4 and/or DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form, and for federal withholding use the Internal Revenue Service (IRS) Publication 919 or federal withholding calculations.

**EXEMPTION FROM WITHHOLDING:** If you wish to claim exempt, complete the federal Form W-4. You may claim exempt from withholding California income tax if you did not owe any federal income tax last year and you do not expect to owe any federal income tax this year. The exemption automatically expires on February 15 of the next year. If you continue to qualify for the exempt filing status, a new Form W-4 designating EXEMPT must be submitted before February 15. If you are not having federal income tax withheld this year but expect to have a tax liability next year, the law requires you to give your employer a new Form W-4 by December 1.



# California Tax Form

Adobe Sign Document History

04/11/2018

|                 |  |
|-----------------|--|
| Created:        | 04/10/2018                                   |
| By:             | Jamie Ready (jamie@corpmgmtgroup.com)        |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA0mRIM6arleYr8rtg7kzM7O3OOifL33f- |

## "California Tax Form" History



Document created by Jamie Ready (jamie@corpmgmtgroup.com)

04/10/2018 - 8:04:06 AM MDT - IP address: 96.93.208.65



Document emailed to Maria Mayela Medrano (mayelamedrano52@gmail.com) for signature

04/10/2018 - 8:04:08 AM MDT



Document viewed by Maria Mayela Medrano (mayelamedrano52@gmail.com)

04/11/2018 - 3:45:02 PM MDT - IP address: 66.249.84.61



Document e-signed by Maria Mayela Medrano (mayelamedrano52@gmail.com)

Signature Date: 04/11/2018 - 4:21:49 PM MDT - Time Source: server- IP address: 172.58.25.142



Signed document emailed to Jamie Ready (jamie@corpmgmtgroup.com) and Maria Mayela Medrano (mayelamedrano52@gmail.com)

04/11/2018 - 4:21:49 PM MDT



Adobe Sign



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018108124942PH**

Report Prepared: 04/18/2018

**Company Information**

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Company ID: 47429

Company Name: Employer Solutions Staffing Group

**Employee Information**

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Last Name: Duran De Medrano

First Name: Maria

Date of Birth: 07/12/1965

Social Security Number: \*\*\* \*\* 7875

Hire Date: 04/19/2018

Citizenship Status: A lawful permanent resident

**Document Information**

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List A Document: Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Alien Number: 076624385

Card Number: LIN1080062775

Document Expiration Date:

**Case Status Information**

---

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/18/2018

Case Submitted By: AFIN3846

Closed On: 04/18/2018

Closed By: AFIN3846

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED



UNITED STATES OF AMERICA

PERMANENT RESIDENT



Surname  
**DURAN DE MEDRANO**

Given Name  
**MARIA M**

USCIS#  
**076-624-385**

Category  
**IR6**

Country of Birth  
**Mexico**

Date of Birth  
**12 JUL 1965**

Sex  
**F**

Card Expires: **06/04/20**

Resident Since: **04/11/00**

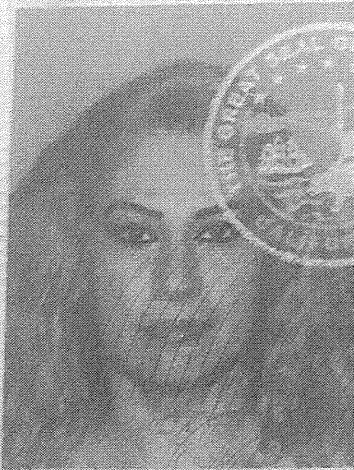
*Maria M Medrano*







CALIFORNIA DRIVER LICENSE



DL / 1303624

CLASS C  
END NONE

EXP 07/12/2021

LN MEDRANO  
FN MARIA MAYELA  
250 N LINDEN AVE SPC 58  
RIALTO, CA 92376

DOB 07/12/1965

RSTR NONE



07121965

*Maria Medrano*

SEX F HA BRN  
HGT 5'-04" WGT 145 lb  
DD 07/18/201665720/AAFD/21

EYES GRN  
ISS  
12/29/2017



# SOCIAL SECURITY

608-04-7875

THIS NUMBER HAS BEEN ESTABLISHED FOR

MARIA MAYELA MEDRANO

\_\_\_\_\_  
SIGNATURE





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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

|  |  |  |                        |                       |   |
|--|--|--|------------------------|-----------------------|---|
| Last Name (Family Name)<br>Medrano                   |  | First Name (Given Name)<br>Maria                       |                        | Middle Initial<br>N/a | Other Last Names Used (if any)<br>N/A     |
| Address (Street Number and Name)<br>250 N Linden Ave |  | Apt. Number<br>58                                      | City or Town<br>Rialto |                       | State<br>Ca<br>ZIP Code<br>92376          |
| Date of Birth (mm/dd/yyyy)<br>07/12/1965             | U.S. Social Security Number<br>608 04 7875 | Employee's E-mail Address<br>mayelamedrano52@gmail.com |                        |                       | Employee's Telephone Number<br>9094619274 |

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 boxes):

|  |
|--|
| <input type="radio"/> 1. A citizen of the United States  |
| <input type="radio"/> 2. A noncitizen national of the United States <i>(See instructions)</i>  |
| <input checked="" type="radio"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): <u>076-624-385</u>   |
| <input type="radio"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <u>N/A</u><br>Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i> |

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

|   |
|---|
| 1. Alien Registration Number/USCIS Number: <u>N/A</u> |
| OR  |
| 2. Form I-94 Admission Number: <u>N/A</u>             |
| OR  |
| 3. Foreign Passport Number: <u>N/A</u>                |
| Country of Issuance: <u>N/A</u>                       |

QR Code - Section 1  
 Do Not Write In This Space

|   |   |
|---|---|
| Signature of Employee <u>Maria Medrano</u><br><small>Maria Medrano Jan 11, 2018</small> | Today's Date (mm/dd/yyyy) <u>Apr 11, 2018</u> |
|---|---|

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

|                                     |  |                           |                   |
|-------------------------------------|--|---------------------------|-------------------|
| Signature of Preparer or Translator |  | Today's Date (mm/dd/yyyy) |                   |
| Last Name (Family Name)             |  | First Name (Given Name)   |                   |
| Address (Street Number and Name)    |  | City or Town              | State<br>ZIP Code |

**STOP** Employer Completes Next Page **STOP**

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish<br>Both Identity and<br>Employment Authorization   | OR                                    | LIST B<br>Documents that Establish<br>Identity  | AND | LIST C<br>Documents that Establish<br>Employment Authorization  |
|---|---------------------------------------|---|-----|---|
| 1. U.S. Passport or U.S. Passport Card  |                                       | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |     | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  |                                       | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                |     | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)   |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa  |                                       | 3. School ID card with a photograph   |     | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal   |
| 4. Employment Authorization Document that contains a photograph (Form I-766)  |                                       | 4. Voter's registration card  |     | 4. Native American tribal document  |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<br><br>a. Foreign passport; and<br><br>b. Form I-94 or Form I-94A that has the following:<br><br>(1) The same name as the passport; and<br><br>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |                                       | 5. U.S. Military card or draft record   |     | 5. U.S. Citizen ID Card (Form I-197)  |
|   |                                       | 6. Military dependent's ID card   |     | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)  |
|   |                                       | 7. U.S. Coast Guard Merchant Mariner Card   |     | 7. Employment authorization document issued by the Department of Homeland Security  |
|   |                                       | 8. Native American tribal document  |     |   |
|   |                                       | 9. Driver's license issued by a Canadian government authority   |     |   |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI   |                                       | <b>For persons under age 18 who are unable to present a document listed above:</b>  |     |   |
|   |                                       | 10. School record or report card  |     |   |
|   |                                       | 11. Clinic, doctor, or hospital record  |     |   |
|   | 12. Day-care or nursery school record |   |     |   |

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.





Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

**A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

| TYPE OF BUSINESS:   | CONTACT:  |
|---|---|
| 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.  | a. Bureau of Consumer Financial Protection<br>1700 G Street NW<br>Washington, DC 20552  |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:  | b. Federal Trade Commission: Consumer Response Center – FCRA<br>Washington, DC 20580<br>(877) 382-4357                                  |
| 2. To the extent not included in item 1 above:  |   |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks   | a. Office of the Comptroller of the Currency<br>Customer Assistance Group<br>1301 McKinney Street, Suite 3450<br>Houston, TX 77010-9050 |
| b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act | b. Federal Reserve Consumer Help Center<br>P.O. Box 1200<br>Minneapolis, MN 55480   |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations   | c. FDIC Consumer Response Center<br>1100 Walnut Street, Box #11<br>Kansas City, MO 64106  |
| d. Federal Credit Unions  | d. National Credit Union Administration   |

## EMERGENCY CONTACT INFORMATION

|   |
|---|
| EMPLOYER SOLUTIONS STAFFING GROUP<br>IN CASE OF AN EMERGENCY - NOTIFICATION INFORMATION |
|---|

Employee Name:           Maria Medrano          

Address:           250 N LINDEN AVE SP 58 RIALTO CA 92376          

Home Phone:           9094619274          

| EMERGENCY CONTACTS  |   |
|---|---|
| Please list two people (in priority order) who could be contacted in case of an emergency                       |   |
| <p style="text-align: center;"><b>Contact #1</b></p> <p>Name: Johanna Medrano</p> <p>Relationship: daughter</p> | <p>Home Phone:</p> <p>Cell Phone:       9096598022</p> <p>Work Phone:</p> |
| <p style="text-align: center;"><b>Contact #2</b></p> <p>Name: Jamie Medrano</p> <p>Relationship: daughter</p>   | <p>Home Phone:</p> <p>Cell Phone:       9096447081</p> <p>Work Phone:</p> |

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

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10/1/08

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**CHASE**  
JPMorgan Chase Bank, N.A.

64481108311599

MARIA M MEDRANO  
250 N LINDEN AVE SPC 50  
RIALTO, CA 92376-0409

**CHASE**  
JPMorgan Chase Bank, N.A.

296981108311599

DEPOSIT TICKET

MARIA M MEDRANO  
250 N LINDEN AVE SPC 50  
RIALTO, CA 92376-0409

90/7162

DATE: 10/01/08 TIME: 10:00 AM BR: 00000000

**CHASE**  
JPMorgan Chase Bank, N.A.

296981108311599

64481108311599

\$





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Direct Deposit/Payroll Debit Card Authorization

Employees have the option of receiving wages by Direct Deposit and/or Payroll Debit Card. If you do not provide a written election, wages will be paid by Payroll Debit Card.

| SECTION 1 BASIC INFORMATION  |  |  |                        |
|--|--|--|------------------------|
| Employee Name  |  | SSN# (last 4 digits) 7875  | Effective Date 4/11/18 |
| SECTION 2 PAYROLL ELECTION   |  |  |                        |
| <input checked="" type="radio"/> Direct Deposit (Please complete Sections 3 and 5 below)   |  | <input type="checkbox"/> Paper Check (Option available to GA NH and NY residents only)                       |                        |
| <input type="radio"/> Payroll Debit Card (Please complete Sections 4 and 5 below)  |  |  |                        |
| SECTION 3 DIRECT DEPOSIT   |  |  |                        |
| ACCOUNT  | <input type="checkbox"/> Update Bank Account |  |                        |
|  | Bank Name:                                   | Chase  |                        |
|  | Routing#                                     | 322271627  |                        |
|  | Account#                                     | 2969811083   |                        |
|  | Account Type:                                | <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other |                        |
| <p><i>Note: Direct Deposit accounts may take up to 7 days to be activated.</i></p> <p><b>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 incurred if the account number that I provide is incorrect.</b></p> <p>Initial _____ Date _____</p>   |  |  |                        |
| <ul style="list-style-type: none"> <li>To help us avoid making an error, please attach a copy of a voided check. (a deposit slip will not work)</li> <li>If you change banks, do not close your old bank account until your direct deposit has started at the new bank, which may take 2 pay periods.</li> </ul>   |  |  |                        |
| SECTION 4 PAYROLL DEBIT CARD   |  |  |                        |
| <p>Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. In order to request a Payroll Debit Card for you, we must provide all of the following information that will enable the financial institution to identify you. If you do not submit a Direct Deposit/Payroll Debit Card Authorization, ESSG will provide the necessary information and issue you a Payroll Debit Card to pay your wages. For your protection, the financial institution may ask you to provide them additional identification information so they can verify your identity.</p> <p>Except for the routing and account number, ESSG does not have access to any information regarding your Payroll Debit Card account or transactions. On your first payday, you will receive your new Payroll Debit Card, and a packet containing all of the terms and conditions. You will then sign acknowledging that you received the Payroll Debit Card and packet. Your Payroll Debit Card will be reloaded on each payday you receive wages.</p> |  |  |                        |
| CARDHOLDER INFORMATION (as you want your Payroll Debit Card to be issued)  |  |  |                        |
| First Name   | M.I.   | Last Name  | Date of Birth          |
| Street Address (PO BOX NOT ACCEPTABLE)   |  |  | Social Security#       |
| City   | State  | Zip  | Cell Phone (mobile)    |
| RECEIPT OF PAYROLL DEBIT CARD (to be completed when you pick up your Payroll Debit Card)   |  |  |                        |
| Payroll Debit Card Routing #   | Payroll Debit Card Account #                 |  |                        |
| <p>I have received my Payroll Debit Card, welcome brochure, program fees, program terms, conditions, and disclosures. By activating my Payroll Debit Card, I am agreeing to the program terms, conditions, and disclosures that are included or made available to me from time to time from the financial institution. I authorize the financial institution to debit my Payroll Debit Card account for the fees described in the fee schedule that is part of the program terms, conditions, and disclosures.</p>   |  |  |                        |
| Employee's Signature: <u>Maria Medrano</u><br><small>Maria Medrano (Apr 11, 2018)</small>  |  | Date: <u>Apr 11, 2018</u>  |                        |
| SECTION 5 AUTHORIZATION  |  |  |                        |
| <p>I authorize ESSG to directly deposit my periodic wages/compensation payments, net of required tax withholdings, other required withholdings or authorized deductions, into my account(s) as designated above and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s). * E-mail is required for pay stub information.</p>   |  |  |                        |
| <p>*E-mail: <u>mayelamedrano52@gmail.com</u> @<br/>         this information will only be used to send your paystubs electronically</p>  |  |  |                        |
| Employee's Signature: <u>Maria Medrano</u><br><small>Maria Medrano (Apr 11, 2018)</small>  |  | Date: <u>Apr 11, 2018</u>  |                        |



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**STATEMENT OF CONFIDENTIALITY**

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and \_\_\_\_\_ hereafter referred to as "employee".

**WITNESSETH:**

For the duration of my employment and after resignation or termination of this employment with employer, for any reason whatsoever, the employee shall not use or disclose to any other person or company, and confidential or proprietary information or know-how related to the business of the employer.

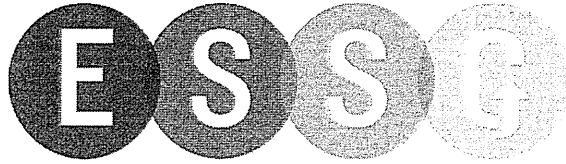
In view of the difficulty of determining the amount of damages which may result to the employer from a violation of any of the provisions hereof, the employee agrees to pay to the employer the sum of \$10,000 as liquidated damages for every such violation; provided, however, that the payment of such amount as liquidated damages shall not be construed as a release or waiver by the employer of the right to prevent any such violation in equity or otherwise.

*Maria Medrano*

Maria Medrano (Apr 11, 2018)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employer Solutions Staffing Group LLC, Representative



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## **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 Minnesota workers' compensation laws**. Wherever possible light duty restrictions imposed as a result of your injury will be accommodated.

#### **RESPONSIBILITIES OF THE INJURED WORKER:**

Minnesota Rule Sec. 5221.0430, Subp. 1 requires that you choose one primary health care provider. Subpart 2 places limitations on your right to change primary health care providers. Discuss with your employer any change in health care provider.

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. M.R. 5221.0420 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.

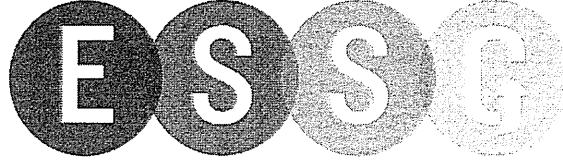
Notify your employer immediately of any new injuries or conditions that impact your physical condition.

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.**

Signed: Maria Medrano  
Maria Medrano (Apr 11, 2018)

Printed Name: Maria Medrano



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## Important/Importante

### LOST OR STOLEN PAYCHECKS

If a paycheck is **lost** (*missing, misplaced, destroyed, lost in the mail, etc.*), you must notify your staffing recruiter that the check cannot be found. If it can be verified that the check has not been cashed, ESSG will stop payment on the check and re-issue the check to you, deducting a fee of between \$25-\$35.

If your paycheck was **stolen**, you must first file a police report before we can re-issue the check. Once you have done so, you must provide a copy of the policy report to your staffing recruiter that the check was stolen. If the check has not been cashed and if the loss of the check was not your fault, ESSG will issue a new check and no fee will be deducted.

### CHEQUES DE PAGO PERDIDOS O ROBADOS

Si un cheque de pago se pierde (que falta, fuera de lugar, destruido, perdido en el correo, etc), usted debe notificar a su reclutador de personal que el cheque no se puede encontrar. Si se puede verificar que el cheque no ha sido cobrado, ESSG se detendrá el cheque de pago y reemitir el cheque a usted, descontando un cargo de entre \$ 25 - \$ 35.

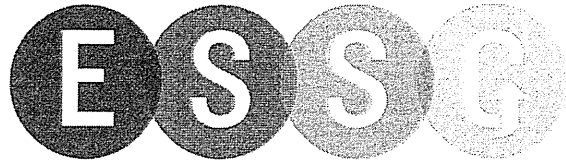
Si su cheque de pago fue robado, primero debe denunciar el robo a la policía antes de que podamos volver a emitir el cheque. Una vez hecho esto, usted debe proporcionar una copia de la denuncia a su reclutador de personal que el cheque fue robado. Si el cheque no ha sido cobrado y si la pérdida del cheque no fue su culpa, ESSG emitirá un nuevo cheque y no hay cuota se deducirá.

AGREED/SE ACUERDA—

Name/Nombre (con letra de molde):                     Maria Medrano                    

Signature/Firma: \_\_\_\_\_

*Maria Medrano*  
Maria Medrano (Apr 11, 2018)



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## **ESSG WORKPLACE SAFETY POLICY**

It is ESSG's policy that all employees should be able to enjoy a hazard free and safe work environment. It is ESSG's duty to:

- (1) Ensure that its clients provide you with a workplace free from serious recognized hazards and comply with standards, rules and regulations issued under the OSH Act.
- (2) Ensure that its clients perform a job hazard assessment in order to identify and eliminate potential safety and health hazards and to determine necessary training and protections for employees at the facility.
- (3) Make sure employees have and use safe tools and equipment.
- (4) Establish or update operating procedures and communicate them so that employees follow safety and health requirements.
- (5) Provide safety training in a language and vocabulary workers can understand.

ESSG is committed to vigorously enforcing its OSHA Compliance Policy.

To help ensure a safe workplace, you have certain responsibilities too, which include the following:

- Responsibility to work in compliance with OSHA laws and regulations
- Responsibility to use personal protective equipment and clothing as directed by the host employer
- Responsibility to report workplace hazards and dangers
- Responsibility to work in a manner as required by the employer and use the prescribed safety equipment.

You have the following basic rights:

- Right to refuse unsafe work
- Right to know or be informed about actual and potential dangers in the workplace
- Right to review copies of appropriate standards, rules, regulations and requirements that the host employer is required to have available at the workplace.

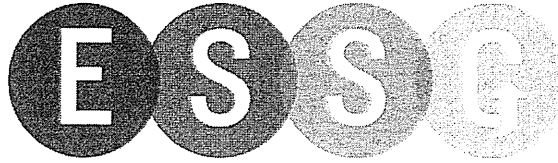


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- Right to request information about safety and health hazards in the workplace, appropriate precautions to take, and procedures to follow if involved in an accident or exposed to hazardous substances
- Right to gain access to relevant personal exposure and medical records.

You can have your name withheld from the host employer and any other entity, by request, if you sign and file a written complaint. You can request to be advised of OSHA actions regarding a complaint, and request an informal review of any decision not to inspect the site or issue a citation. And, you can file a complaint if you are punished or discriminated against for acting as a “whistleblower” under the OSH Act or 13 other federal statutes for which OSHA has jurisdiction, or for refusing to work when faced with imminent danger of death or serious injury and there is insufficient time for OSHA to inspect. Retaliation or reprisal taken against anyone who has expressed concern about workplace safety is illegal.

If you believe that your right to a safe workplace has been violated, you can make a report to a manager of the host worksite employer and/or ESSG (by telephoning **952.835.1288/1.866.496.7573**) and asking for the ESSG Safety Director. You can also contact OSHA directly with any concern. ESSG recognizes the serious nature of ensuring workplace safety will endeavor to protect any employee who may have been subjected to unsafe or hazardous worksite conditions.



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### Acknowledgement of Receipt of Workplace Safety Policy

I certify that I have received a copy of Employer Solutions Staffing Group's ESSG WORKPLACE SAFETY POLICY. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions I may have about this policy. I agree to comply with ESSG's policy on ESSG WORKPLACE SAFETY POLICY and I understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am believe that I am working in an unsafe or dangerous work environment, I will immediately contact my supervisor, manager, director or ESSG's Safety Director at **952.835.1288/1.866.496.7573** in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

Maria Medrano

Employee's Signature:

*Maria Medrano*

Date: Apr 11, 2018

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

OMB No. 1545-1500

► Information about Form 8850 and its separate instructions is at [www.irs.gov/form8850](http://www.irs.gov/form8850).

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

Your name Maria Medrano Social security number ► 608-04-7875

Street address where you live 250 N Linden Ave

City or town, state, and ZIP code rialto

County san bernardino Telephone number 9094619274

If you are under age 40, enter your date of birth (month, day, year) 07/12/1965

- 1  Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- 2  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 unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
- 3  Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 4  Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
- 5  Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 6  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.
- 7  Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

**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 ► Maria Medrano  
Maria Medrano (APR 11, 2018)

Date Apr 11, 2018



**EMPLOYER SECTION:**

|           |  |           |                   |
|-----------|--|-----------|-------------------|
| Client:   |  | Company:  |                   |
| Location: |  | Position: | Starting Wage: \$ |

**EMPLOYEE SECTION:**

|   |                              |                                     |   |                          |
|---|------------------------------|-------------------------------------|---|--------------------------|
| First Name: Last Name:<br>Maria Medrano | Suffix:                      | Street Address:<br>250 N Linden Ave | City/State:<br>rialto ,   | Zip:<br>92376            |
| SS#:<br>608-04-7875                     | Date of Birth:<br>07/12/1965 | Age:<br>52                          | Have you worked for this company before?<br>Yes <input type="radio"/> No <input checked="" type="radio"/> | If yes, location:<br>N/A |

Please complete all questions, and sign and date the form.

Yes No

|  |                       |                                  |
|--|-----------------------|----------------------------------|
| <p><b>1. Have you or has anyone living with you received Temporary Assistance to Needy Families (TANF) at any time since August 5, 1997?</b> (If yes, please provide information below.)<br/>Name of the person receiving benefits: _____ Relationship to you: _____<br/>City: _____ County: _____ State: _____</p>  | <input type="radio"/> | <input checked="" type="radio"/> |
| <p><b>2. Have you or has anyone living with you received Food Stamps (SNAP) at any time during the past 15 months?</b> (If yes, please provide information below.)<br/>Name of the person receiving benefits: _____ Relationship to you: _____<br/>City: _____ County: _____ State: _____</p>  | <input type="radio"/> | <input checked="" type="radio"/> |
| <p><b>3. Have you received Supplemental Security Income (SSI) at any time within the past 3 months?</b><br/>Please note, this is not the same as Social Security benefits (SS) or Social Security Disability (SSDI) benefits.<br/><i>*If you checked yes please provide a copy of your SSI documentation.</i></p>  | <input type="radio"/> | <input checked="" type="radio"/> |
| <p><b>4. Have you received any type of vocational rehabilitation services within the past two years?</b><br/>If yes, please indicate which type of agency you worked with and provide their location information below:<br/><input type="checkbox"/> Vocational Rehabilitation Agency <input type="checkbox"/> Dept. of Veterans Affairs <input type="checkbox"/> Employment Network (Ticket to Work Program)<br/>Name of Agency: _____ Phone #: _____<br/>City: _____ County: _____ State: _____<br/><i>*If you checked yes please provide a copy of your active Individual Work Plan and Ticket to Work documentation.</i></p> | <input type="radio"/> | <input checked="" type="radio"/> |
| <p><b>5. Are you a Veteran of the U.S. Military?</b> <i>*If yes, please provide a copy of your DD-214 and letter of separation.</i><br/>(If yes, please provide information below. If no, please continue to question #6.)<br/>Dates of Service - From: _____ To: _____<br/>Branch of Service: _____<br/><b>Are you entitled to or are you receiving compensation for a service-connected disability?</b></p>  | <input type="radio"/> | <input checked="" type="radio"/> |
| <p><b>6. Have you been unemployed at any time during the last 12 months?</b><br/>If yes, dates of unemployment - From: _____ To: _____<br/><b>Did you receive unemployment compensation at any point during your unemployment?</b><br/>If yes, in which state did you receive unemployment compensation? _____</p>   | <input type="radio"/> | <input checked="" type="radio"/> |
| <p><b>7. Have you been convicted of a felony or released from prison for a felony conviction in the past 12 months?</b><br/>Conviction Date: _____ Release Date: _____<br/>Was this a <input type="checkbox"/> Federal or <input type="checkbox"/> State conviction? If State - County: _____ State: _____</p>   | <input type="radio"/> | <input checked="" type="radio"/> |
| <b>Additional Tax Credits</b>  |                       |                                  |
| <p><b>IEC (Native American):</b> Are you or your spouse a member of a Native American Tribe?<br/><i>If you checked yes please provide a copy of your CDIB card.</i></p>  | <input type="radio"/> | <input checked="" type="radio"/> |
| <p><b>CA Residents:</b> <input type="checkbox"/> Are you the child of foster parents? <input type="checkbox"/> Do you receive CalWorks? <input type="checkbox"/> Workforce Investment Act?</p>   |                       |                                  |
| <p><input type="checkbox"/> Are you a migrant or seasonal farm worker? <input type="checkbox"/> Have you ever been convicted of a misdemeanor?</p>   |                       |                                  |
| <p><b>SC Residents:</b> <input type="checkbox"/> Do you receive Family Independence Benefits?</p>  |                       |                                  |

**PLEASE READ, SIGN, AND DATE:**

*Under penalties of perjury, I declare the information above to be true and accurate to the best of my knowledge, and 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 (Associated Consultants, Inc. dba Retrotax), or the Department of Labor.*

New Employee Signature: Maria Medrano Date: Apr 11, 2018



**LONG-TERM UNEMPLOYMENT RECIPIENT SELF-ATTESTATION FORM**  
**Work Opportunity Tax Credit (WOTC) 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 IRS Form 8850 or if filed separately, with ETA Form 9061 (or ETA Form 9062) for each certification request filed for the new target group.

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

New Hire's Signature: Maria Medrano Date Apr 11, 2018  
Maria Medrano (Apr 11, 2018)

New Hire Name: Maria Medrano

Social Security Number: 608-04-7875

Employer Name: \_\_\_\_\_

Please check the statements below if they apply to you.

I declare that I was in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period I received unemployment compensation.

I declare that I have been in a period of unemployment since \_\_\_\_\_  
(Enter start date)

**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 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 10 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 National Programs Tools Technical Assistance, Room C-4510, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371). Please do not submit completed forms to this address.

## Employee Keeps This Form

### NOTICE: ESSG Electronic Pay Stubs

#### ATTENTION

ESSG provides employees with electronic pay stubs. You are able to view your pay stub by using either of the following methods:

1. You can view your check stub by logging into the employee portal at [www.MyPayESG.com](http://www.MyPayESG.com)

Your username is the first four letters of your last name followed by the last four numbers of your SSN. The log-in is case sensitive, so be sure that you capitalize the first letter of your last name.

*For example: John Woods SSN: 111-22-3333 would have a username of Wood3333*

Your password will initially be **Temp1234!**, and you will be directed to change it when you first log in. Be sure to write down and keep your log-in information in a secure location. For support please email [MyPayESG@MyPayESG.com](mailto:MyPayESG@MyPayESG.com)

2. You can also receive your check stub by email by providing us with your email address on page 1 of this packet.  
\*\* Your check stub will come from [payroll@MyPayESG.com](mailto:payroll@MyPayESG.com), be sure to check spam folder.

### Empleado Toma Copiar

#### ATENCIÓN

ESSG proporciona a los empleados con los talones de pago electrónicos. Usted puede examinar su talon de pago utilizando cualquiera de los métodos siguientes:

1. Usted puede ver su talón de cheque por la tala en el portal electrónico del empleados en [www.MyPayESG.com](http://www.MyPayESG.com)

Su nombre de usuario son las cuatro primeras letras de su apellido seguido por los cuatro últimos dígitos de su número de seguro social.

*El portal es caso delicado, asegúrese de que la primera letra de su apellido sea mayúscula.*

*Por ejemplo: Juan Garcia SSN: 111-22-3333 tendría un nombre de usuario de Garc3333*

Su contraseña inicialmente será **Temp1234!**, y usted será dirigido a cambiarla la primera vez que inicie sesión. Asegúrese de anotar y guardar su información de registro en un lugar seguro. para apoyar email: [MyPayESG@MyPayESG.com](mailto:MyPayESG@MyPayESG.com)

2. También puede recibir su talón de cheque por correo electrónico , al proveir su correo electronico en la pagina 1 de este paquete  
\*\* Su talón de cheque vienen de [payroll@MyPayESG.com](mailto:payroll@MyPayESG.com), asegúrate de revisar la carpeta de spam

# DRUG AND ALCOHOL TESTING POLICY

## I. PURPOSE

Alcohol and drug abuse adversely affects job performance, the kind of work an employee performs and an employee's opportunities for successful employment. It is the intent of this document to provide employees with ESSG's [hereafter "the Company"] policy regarding the use of drugs and alcohol while at work. The Company does not intend to intrude into the private lives of its employees, but strongly believes that a drug-free workplace is in the best interest of employees and non-employees alike.

## II. SCOPE

This policy applies to all applicants for employment and to all employees including contract or temporary employees. The policy is applicable at Company facilities or whenever Company employees are performing company business.

## III. DISCLAIMER

Employment at the Company is at-will. This policy is not a unilateral employment contract and should not be interpreted as creating a unilateral employment contract.

## IV. PROHIBITIONS

A. No employee shall report to work under the influence of alcohol, any controlled substances, or any other drugs or medications that may affect the employee's alertness, coordination, reaction, response, judgment, decision-making, or safety.

B. No employee shall operate, use, or drive any equipment, machinery, or vehicle of the Company or any client of Company while under the influence of alcohol, any controlled substances, or any other drugs or medications that may adversely affect the employee's ability to operate such equipment, machinery, or vehicle. Employees are under an affirmative duty to immediately notify their supervisor if they are not in an appropriate mental or physical condition to operate, use, or drive any equipment machinery, or vehicle or otherwise safely perform their job duties.

C. No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the Company's work is being performed.

D. Engaging in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform his/her work for the Company. In such circumstances, the employee is subject to discipline.

E. When an employee is taking medically authorized drugs or other substances that may alter job performance, the employee is under an affirmative duty to notify their supervisor of the temporary inability to perform his or her job duties.

F. The Company shall notify the appropriate law enforcement agency, licensing boards, and other relevant authorities when it has reasonable suspicion to believe that an employee may have illegal drugs in his or her possession at work or on company premises.

G. Employees shall not consume alcoholic beverages during lunch periods, dinner periods, or breaks when returning immediately thereafter to perform work on behalf of the Company. In situations where the employee conducts the Company's business after the intake of alcohol, the employee shall be subject to discipline up to and including discharge.

## V. ALCOHOL AND DRUG TESTING

As part of the Company's commitment to an alcohol and drug-free workplace, the Company reserves the right to require that applicants and employees submit to drug or alcohol testing in accordance with the provisions of applicable law. This policy represents the notice required under applicable law and a copy will be provided to all applicants and employees who are requested to undergo testing. In the event of any conflict between this policy and applicable law in effect at the time of the test, the law will control.

### A. Who May be Subject to Testing.

1. Job Applicants. The Company may require that all applicants for a particular position be tested for drugs or alcohol after receiving a conditional offer of employment. If the applicant tests positive for drugs or alcohol, the conditional offer may be withdrawn.
2. Routine Physical Examination Testing. The Company may require employees to undergo a drug or alcohol test once a year as part of a routine physical examination. Affected employees will be given two weeks written notice that they will be tested for drugs or alcohol as part of a routine physical.
3. Random Testing. The Company may require employees in safety-sensitive positions to undergo testing on a random selection basis. Once the random selection has been made, the Company will not waive the selection of any employees identified through the random process.
4. Reasonable Suspicion Testing. The Company may require an employee to undergo drug or alcohol testing if the Company reasonably suspects that the employee:
  - a. is under the influence of drugs or alcohol;
  - b. has violated the Company's written work rules prohibiting drug and alcohol use;
  - c. has sustained or caused another employee to sustain personal injury; or
  - d. has caused a work-related accident or was operating or helping to operate machinery, equipment or vehicles involved in a work-related accident.
5. Treatment Program Testing. The Company may require an employee who has been referred for chemical dependency treatment or evaluation or is participating in a treatment program under an employee benefit plan to undergo drug or alcohol testing on a random basis and without advance notice during the evaluation or treatment period and for up to two years following the completion of any treatment program.

**B. Conducting the Testing.**

1. Consent. All employees required to undergo testing will be required to complete and sign the employee consent form attached as Appendix A.

2. Refusal to Participate. An employee or job applicant has the right to refuse testing. However, a refusal of testing will be treated as a failure to comply with Company policy and may result in withdrawal of a job offer or disciplinary action up to and including termination of employment.

3. The Laboratory. The Company will use a laboratory certified by the National Institute on Drug Abuse (NIDA) or its successor, the College of American Pathologists (CAP), or the New York State Department of Health or other licensing body recognized by applicable law to perform all drug and alcohol tests.

4. Test Results.

The laboratory will conduct both an initial test and a confirmatory test if the initial test is positive. A negative result on either the initial or confirmatory test will be deemed a negative test result (i.e. the employee passed the test). A positive result on both the initial and confirmatory test will be deemed a positive test result (i.e. the employee failed the test.)

a. Negative Test Result. An employee or applicant who tests negative for drugs or alcohol will be given written notice that they passed the test within three working days of the Company receiving the test results from the testing laboratory.

b. Positive Test Result. An employee or applicant who tests positive for drugs or alcohol will be given written notice that they have failed the test within three working days of the Company receiving the test results from the testing laboratory. The employee or applicant will then be given the opportunity to provide any information to explain the positive result, including any over-the-counter or prescription medications the employee or applicant may have taken. An employee or applicant who wishes to submit any explanatory information must do so within three working days after being notified of the positive test result.

An employee or applicant who has a positive test result may also request a retest of the original sample by the same or different certified laboratory at his or her own expense. An employee or applicant who wishes to conduct a retest must notify the Company in writing of their intention to conduct such a retest within five working days after being notified of the positive test result. If the results of the retest are negative, the test will be considered a negative test result.

C. Right to Test Result. An employee or job applicant has the right to request and receive from the Company a copy of the test result report on any drug or alcohol test.

C. Costs. All costs related to alcohol and drug testing will be paid by the Company, with the exception of any retests requested by the employee or applicant following a positive test result.

**D. Disciplinary Action in Response to a Positive Test Result.**

1. Interim Discipline and Action: The Company reserves the right to temporarily suspend an employee or transfer the employee to another position at the same rate of pay pending the outcome of any drug or alcohol test. An employee who is suspended without pay will be reinstated with back pay if the test or any requested retest is negative.

2. Applicants. The Company reserves the right to withdraw the conditional job offer of any job applicant with a positive test result, without the opportunity to complete evaluation or treatment.

3. Employees - First Positive Test Result - Termination: The Company will not discharge an employee for the first positive test result. Instead the employee will be given the opportunity to participate in an appropriate drug or alcohol counseling or rehabilitation program as determined by a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency chosen by the Company. The employee will be responsible for paying all costs associated with any evaluation and subsequent treatment themselves or pursuant to coverage under an employee benefit plan. An employee who refuses or fails to participate in, cooperate with, or complete the evaluation or recommended treatment may be terminated. An employee who successfully completes treatment may be subject to random follow-up testing for a period of up to two years in accordance with section V.A.5. of this policy.

4. Employees - First Positive Test Result—Discipline: The Company reserves the right to take any other disciplinary action short of discharge it deems warranted following a first positive test result.

5. Employees-Subsequent Positive Test Result: An employee who has more than one positive test result may be terminated immediately following any second or subsequent positive test result without referral to or the opportunity to complete additional chemical dependency counseling or rehabilitation.

**E. Privacy of Test Results.**

1. Test results and other information acquired as a result of the testing program are private and confidential information and will not be disclosed by the Company or the testing laboratory to another employee or to third party individuals, government agencies, or private organizations without written consent of the employee or applicant being tested.

2. Evidence of a positive test result, however, may be used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing, or a judicial proceeding, provided the information is relevant to the hearing or proceeding. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order. Evidence of a positive test result may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment.

3. The Company will provide an employee with access to information in the employee's file relating to positive test result reports and other information acquired in the testing process as well as conclusions drawn from or actions taken based upon such information.

**DRUG AND ALCOHOL  
TESTING CONSENT FORM**

1. I have been allowed to read and inspect a written copy of ESSG policy on drugs and alcohol.

2. I have read the entire contents of this policy and I am aware and fully understand: (a) the policy and its contents; (b) what conduct the policy prohibits and the consequences of such conduct; (c) my rights under the policy and the consequences if I exercise certain rights; and (d) that certain events as described in the policy may result in adverse personnel action, including my termination from employment with ESSG. I understand that this policy in any form, and any employee handbook including this policy, are not a unilateral employment contract or offer thereof.

3. I hereby voluntarily consent to ESSG, or its health service providers, or other persons or entities acting for or with them, to collect a body component (blood, urine, breath, or any combination thereof) from me for testing for alcohol and/or drugs. I understand that the laboratory selected by ESSG may conduct testing and other analysis on the sample provided by me. I further voluntarily consent to the laboratory's disclosure to ESSG of the results of my drug and/or alcohol test and other information related to the test.

Maria Medrano

Maria Medrano (Apr 11, 2018)

\_\_\_\_\_  
Individual's Name

Apr 11, 2018

\_\_\_\_\_  
Date

**SIGN THIS VERSION OF CONSENT—SAME AS PAGE 6**



## Two great plans to choose from!

**SIGN UP IS AVAILABLE DURING YOUR  
FIRST 30 DAYS OF EMPLOYMENT**

### Enhanced MEC Plan 1

- MEC wellness/preventive plans starting at \$24.00/week
- Covers 63 mandated benefits AND \$20 office visit copay, \$10 generic prescription drug copay, \$10 CVS Minute Clinic copay and more!
- Eliminates employee individual mandate tax for those enrolled
- Options for family coverage
- Weekly payroll deduction – month by month coverage
- Visit [www.essghealth.com](http://www.essghealth.com) for info and tools
- PHCS Network

### Fixed Indemnity Plan 2

- ESC Fixed Indemnity plans starting at \$20.25 per weekly payroll deduction
- Medical, Rx, vision and dental benefits
- Doctor office visit benefit of \$100 per day
- Wellness benefit of \$100
- No pre-existing condition limitations
- No waiting period or deductibles on medical
- First Health Network
- Unbundled choices-you do not need to have medical to choose the vision, dental, term life, or short term disability

ESSG offers a **Enhanced Minimum Essential Coverage (Plan 1)** which is administrated by Health EZ. The Minimum Essential Coverage (MEC) plan is ACA qualifying. There are copays for services like doctor's visits, x-rays, and generic prescription drugs. Please note - hospitalization is **not** a covered benefit.

ESSG offers a **Fixed Indemnity Plan (Plan 2)** which is administrated by Planned Administrators Inc. (PAI). The Fixed Indemnity Plan offers limited benefits at an affordable price, specifically for the staffing industry. Premiums will be automatically deducted from your weekly paycheck. This means you are buying it with pre-tax dollars. What does pre-tax dollars mean? It simply means the premium comes out before taxes are taken out, which means you're taxed on less income. Affordable medical, dental, vision, disability, and life insurance benefits are available.

You have **30 days** from the start of your employment to change your benefit elections.

The 3rd plan is offered to only qualifying employees\*. It's an ACA qualifying **Bronze Plan** with Essential StaffCARE (ESC). Once you qualify, you will be notified by ESC that you are eligible, and will be given the opportunity to enroll. You should receive this after you have been on assignment for approximately 35 - 45 days. The offer will be mailed to the address we have on file. It is your responsibility to update your address if needed.

If you have any questions, please contact the Health Benefits Team at Employer Solutions Staffing Group.

\*An employee will be deemed qualifying any time after 30 days on assignment(s), and their status is working 30+ hours per week or more than 1560 total hours in a calendar year. They must be ESSG employees.\*

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Health Benefits Team  
Employer Solutions Staffing Group  
PO Box 46270 | Minneapolis, MN 55344  
Phone: 952-767-9519 | Fax: 952-767-9515  
[health@employersolutionsgroup.com](mailto:health@employersolutionsgroup.com)  
<http://ESSGHealth.com>



New Hire Application

PERSONNEL SERVICES, INC.
New Hire Application
Date: 04/10/2018 8:03:46 AM
By: Jamie Ready (jamie@corpmgmtgroup.com)
Status: Signed
Transaction ID: CBJCHBCAABAhid-xFQE-DYIN1TJFFaqX40y6wR4r80H

# ESG New Hire Paperwork - General

Adobe Sign Document History

04/11/2018

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|-----------------|---|
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| By:             | Jamie Ready (jamie@corpmgmtgroup.com)       |
| Status:         | Signed                                      |
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