

LM 3/12



10:00 3/18 Mon - Interview
11 AM 3/18
ENTERED

CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 3/12/13

Name Peters Melinda S
Last First Middle Maiden

Present address 210 Arnold St.
Number Street
West Concord MA 55985
City State Zip

Social Security No. 394-94-3703

Telephone (603) 547-8014 E-Mail peters7304@gmail.com

If under 18, please list age _____ Referred by _____

Position applied for (1) Sanitation 415.00/hr Shift available to work
 and salary desired (2) _____
 (Be specific) 1st 2nd _____ 3rd

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

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

When available for work? 3/13/13

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?
 No Yes If so, please explain _____

Do you anticipate any absences from work on a regular basis?
 No Yes If so, please explain _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>South Winn.</u>	<u>Calmar, IA</u>		<u>Diploma</u>
College				
Bus. or Trade School	<u>NICC</u>	<u>Calmar, IA</u>	<u>2</u>	<u>AA - Criminal Justice</u>
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ___ No Yes

If yes, explain number of conviction(s), nature of offense(s), dates of conviction(s), sentence(s) imposed, and type(s) of rehabilitation. 1 charge dealing with a \$60 personal check that bounced resulting in being charged with 5th degree theft. Paid court fees and fine.

APPLICATION FOR EMPLOYMENT

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

What is your means of transportation to work? personal vehicle

Driver's license number R868152263822 State of issue MN

Operator ___ Commercial (CDL) ___ Chauffeur ___

Expiration date 12/28/17

Have you had any accidents during the past three years? ___ Yes No

If so, how many? _____

Have you had any moving violations during the past three years? ___ Yes No

If so, how many? _____

Please list two references other than relatives or previous employers.

Name Joann Ehlers Name Diane Gramlich

Position _____ Position manufacturing

Company _____ Company _____

Address _____ Address _____

Davenport, IA Lansing, IA

Telephone (563) 271-5568 Telephone (563) 538-4356

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE RESERVE OR NATIONAL GUARD? Yes No

Branch _____ Specialty _____

Date Entered _____ Discharge Date _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Courier 1</u> Position <u>Independent Contractor</u> Company _____ Address _____ Telephone (____) _____	Supervisor name _____	
	Employment dates	Pay or salary
	From <u>10/12</u>	Start <u>12.50</u>
	To <u>Present</u>	Final <u>12.50</u>
Your last job title <u>Independent Contractor</u>		

Reason for leaving (be specific) seeking a full time position with possible benefits

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

filled auto part orders, delivered auto parts.

Name <u>Country Express</u> Position <u>Janitor</u> Company _____ Address <u>Hwy 52</u> <u>Decatur, GA 302101</u> Telephone <u>(573) 735-5499</u>	Supervisor name <u>Barb Bigler</u>	
	Employment dates	Pay or salary
	From <u>6/11</u>	Start _____
	To <u>4/12</u>	Final _____
Your last job title <u>Janitor</u>		

Reason for leaving (be specific) to focus on school, caring for family, + self-employment

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

stock cooler, clean dining & store areas, clean & stock kitchen, prepare pizzas, take out cardboard & garbage.

APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Agri Star</u>	Supervisor name _____	
Position <u>Sanitation</u>	Employment dates	Pay or salary
Company _____	From <u>7/10</u>	Start _____
Address _____	To <u>8/10</u>	Final _____
Telephone (____) _____	Your last job title <u>Sanitation</u>	

Reason for leaving (be specific) Day care quit

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

Disassemble machines, use low pressure hose to clean equipment, use scrub brushes & towels to clean equipment, sanitize production rooms.

Name <u>Employment for Everyone</u>	Supervisor name <u>Bev Fredrick</u>	
Position <u>Job Coach</u>	Employment dates	Pay or salary
Company _____	From <u>2/09</u>	Start <u>10.00</u>
Address _____	To <u>6/09</u>	Final <u>10.00</u>
Telephone <u>(563) 380-9242</u>	Your last job title <u>Job Coach</u>	

Reason for leaving (be specific) maternity leave

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

Assisted people with disabilities with on the job training & assistance with job & social skills.

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

**PLEASE READ CAREFULLY
APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant



Date:

3/12/13

Melinda S. Peters

210 Arnold Street
PO Box 292
West Concord, MN 55985
(563)547-8014
peters7304@gmail.com

Education

May 2011 – Present	Ashworth College	Courses in Medical Transcription
January 2012 – May 2012 August 2006 – May 2007	University of Northern Iowa Cedar Falls, Iowa	Courses in Criminology, Sociology, & Social Work
May 2003 – May 2006	Northeast Iowa Community College Calmar, Iowa	Associate of Arts Degree, Criminal Justice Graduated May, 2006 Courses in Human Services
August 2000 – May 2002	Waldorf College Forest City, Iowa	Courses in Management Information Systems

Certifications

April 2012	National Career Readiness Certificate	Received Gold Status
April 2012	Forklift Safety Training	Received 100/100 Written Test Received 92/100 Driving Test

Special Skills

Office

- Proficient in computers (Microsoft Applications and Open Office Software) and office equipment (fax machine, copier, personal computer, and multi-line telephone).
- Accurately type at 64 words per minute using a word processing program on a personal computer.
- Performed general clerical work involving filing; using numerical, alphabetical, and chronological filing system.
- Responsibly organize and plan job tasks to accommodate for effective time management meeting the highest standards for job performance.

Factory

- Ability to operate CNC, calipers, micrometers, tape measure, drill presses, hand drills, and trim presses.
- Worked on a production line making window locks, hung parts to be painted, inspected parts as a part of quality control while packaging completed painted parts for shipping.
- Ability to accurately read and follow a job order sheet.
- Used a computer to research material specifications by examining the product blueprint.

Human Services

- Demonstrate patience, compassion, and understanding while working with individuals.
- Assist individuals in learning everyday life skills, job seeking skills, job performance skills, and social skills.
- Formulate counseling techniques in communicating with individuals to creatively assist in the decision-making process
- Analyze and strategically plan effective problem-solving procedures to be taught to other individuals and to be used as a more effective job performance measure.

General

- Professional welcomed others the opportunity to share the assistance that they were seeking and accurately provided the information that would best fit their needs.
- Openly ask questions to gain a more extensive knowledge of the occupation to exceed job performance and provide assistance in more areas.
- Experience in all aspects of cleaning, including vacuuming carpets, dusting furniture, mopping and waxing floors, washing walls and windows, maintaining bathrooms, and operating a floor scrubber and buffer.

