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CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri
Office Number: 507-923-4955
Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

prob
Bital no
complain

Applicant Information

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

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Miller, Jill Date: 9/11/18
 Address: (Street Address) 1300 2nd Ave SE (Apt./Unit #) _____
 (City) Rochester (State) MN (ZIP Code) 55904
 Phone: 507-254-3330 Email: jill1987@live.com
 Social Security No. 412-86-4714 Date Available: _____
 Position Applied for: admin Desired Salary: _____
 Shift Available to work: __ 1st __ 2nd __ 3rd Employment desired: __ Full-Time __ Part-Time
 Are you authorized to work in the U.S.? Yes __ No
 How did you hear about us? _____ Referral Name: _____
 If under 18, please list age: _____
 Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? __ No Yes

| Education | | | | |
|----------------------|----------------|---|---------------------------|--------------------------------------|
| Type of School | Name of School | Location (Complete Mailing Address) | Number of Years Completed | Major & Degree |
| High School | | | | |
| College | <u>RCTC</u> | <u>851 30th Ave SE Roch. MN 55904</u> | <u>2 1/2</u> | <u>Health Unit (Coordinator)</u> |
| Bus. Or Trade School | | | | |
| Professional School | | | | |

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Previous Employment

Company: ~~Charter~~ Charter Phone: 507-438-1379
Address: 5720 Bandel Rd. Supervisor: Toni
Job Title: ~~Custom Relations~~ Custom Relations starting Salary: \$ 16 Ending Salary: \$
Responsibilities: ~~Answering phone & data entry~~ Answering phone & data entry
From: ~~7/18~~ To: 7/18 Reason for Leaving:
May we contact your previous supervisor for reference? Yes No

Company: ~~Osten temp service~~ Osten temp service Phone: 507-259-0000
Address: Supervisor: Lori
Job Title: ~~HR line coordinator~~ HR line coordinator starting Salary: \$ 18 Ending Salary: \$
Responsibilities: ~~Answering phones / data entry / reply to emails~~ Answering phones / data entry / reply to emails
From: 7/18 To: 7/18 Reason for Leaving: ~~paid off~~
May we contact your previous supervisor for reference? Yes No

Company: ~~Com~~ Com Phone:
Address: 4646 US-52 Supervisor:
Job Title: ~~Receptionist~~ Receptionist Starting Salary: \$ 14 Ending Salary: \$ 14
Responsibilities:
From: To: Reason for Leaving: ~~part time nights~~
May we contact your previous supervisor for reference? Yes No

Company: ~~City Auto class~~ City Auto class Phone: 507-252-1060
Address: ~~45-38th St NW~~ Supervisor:
Job Title: ~~CSR~~ CSR Starting Salary: \$ 14 Ending Salary: \$ 14
Responsibilities: ~~data entry / answering phones~~ data entry / answering phones
From: 2/17 To: 7/17 Reason for Leaving: ~~not a good fit~~
May we contact your previous supervisor for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: [Signature] Date: 9/11/18

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

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

I agree that:

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

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

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

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

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

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

Signature of applicant

Jim Miller

Date:

9/11/18

Jill A. Miller

1306 27th St SE Rochester, MN 55904
(507) 254-3336 • jill1987@live.com

Professional Summary

Professional and thorough Sales Assistant looking for a position in which my skills can be fully utilized and enhanced

Core Qualifications

- Able to work variety of hours including nights weekends and holidays
 - Friendly and helpful customer service as coworker status
 - Understanding of all confidentiality laws and regulations
 - Excellent computer skills especially data into medical systems
 - Knowledge of medical terminology and insurance companies and coverage type
-

Experience

Receptionist

Lupient Buick GMC

- Politely and professionally directs customers to the correct department after greeting them at the door.
- Notifies the appropriate person that a customer is waiting.
- Answers incoming phone calls in a timely manner using proper etiquette. Directs caller to appropriate department or individual, or takes a thorough message.
- Performs a variety of clerical duties.
- Assists other personnel with projects.

Business Office Assistant

Northwest Dental

- Greeted all patients and enter their information in the dental office system
- Collected all new patients medical and insurance information
- Place phone call to verify insurance coverage
- Prepare statements for patients

Customer Service Representative

City Auto Glass

- Welcomed in-shop customers, while applying a Customer-Driven approach when handling incoming calls, e-mails and faxes for service issues, pricing, cash, and same-day

