



## CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 08/26/2013

Name Ndichu Moses Ihongo  
Last First Middle Maiden

Present address 5089 WEATHERSTONE CIR NW  
Number Street  
ROCHESTER MN 55901  
City State Zip

Social Security No. 133 - 13 - 1185

Telephone (612) 462-1410 E-Mail moses.ndichu@outlook.com

If under 18, please list age \_\_\_\_\_ Referred by \_\_\_\_\_

Position applied for (1) Production/Assembly Shift available to work  
 and salary desired (2) \$12  
 (Be specific) 2nd (n)  1<sup>st</sup> \_\_\_\_\_  
 2<sup>nd</sup> \_\_\_\_\_ *Wknds ok KS 8/26*  
 3<sup>rd</sup> \_\_\_\_\_

How many hours can you work weekly? 40 Can you work nights? \_\_\_\_\_

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

When available for work? 09/02/2013

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>PAULLAND HIGH SCHOOL</u>	<u>NAIROBI, KENYA</u>	<u>4 YRS</u>	<u>HIGH SCHOOL CERT</u>
College	<u>STRATHMORE UNIVERSITY</u>	<u>NAIROBI, KENYA</u>	<u>2 YRS</u>	<u>DIPLOMA IN BUSINESS IT</u>
Bus. or Trade School				
Professional School	<u>AFRATI</u>	<u>NAIROBI, KENYA</u>	<u>6 MONTHS</u>	<u>CCNA CERT.</u>

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes *ok vs state*

If yes, explain number of conviction(s), nature of offense(s), dates of conviction(s), sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? Personal Car

Driver's license number P74615888317 State of issue MN

Operator  Commercial (CDL)  Chauffeur

Expiration date 08/20/2017

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 DUSTIN BLANKENSHIP Name \_\_\_\_\_

Position PHARMACY TECHNICIAN Position \_\_\_\_\_

Company MAYO CLINIC Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

**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** *SEE RESUME*

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 _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	To	Final
Telephone (____) _____	Your last job title _____	

Reason for leaving (be specific) \_\_\_\_\_

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

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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: 08/26/2013

CMG

## Preliminary Questions

Name: Moises Ndichu

Date: 8/20/2013

1.  If hired, can we run a national background study? *yes*

2.  If hired are you willing to take a drug test? *yes*

3.  Are you able to work with soy, wheat, peanuts & milk? *yes*

4.  Are you able to work with pork? *yes*

5.  Which plant do you prefer? *open*

6.  What shift do you prefer? *2nd*

If called for an interview please bring two forms of identification.

(Social Security Card, Birth Certificate, passport and license or permanent resident card)

CivG

### Applicant Interview Score Card

Name: Moss Date of Interview: \_\_\_\_\_

Position/Shift Assignment 2(n) Standby by position \_\_\_\_\_

Rating weak (1) to strong (5)

- |   |           |
|---|-----------|
| 1. Understanding of English conversation  | 1 2 3 4 5 |
| 2. Speaks English Fluently  | 1 2 3 4 5 |
| 3. Work experience related to job-food industry   | 1 2 3 4 5 |
| 4. Work history-working presently, yrs in workforce   | 1 2 3 4 5 |
| 5. Criminal background information  | 1 2 3 4 5 |
| 6. Possesses required New Hire documentation  | 1 2 3 4 5 |
| 7. Personality-friendly, pleasant, sense of humor   | 1 2 3 4 5 |
| 8. Appearance-well groomed, cleanliness   | 1 2 3 4 5 |
| 9. Meets requirements to work w/pork, peanuts & soy   | 1 2 3 4 5 |
| 10. Shifts availability-prefers shift that is available for<br>Open positions, willing to be flexible to shifts<br>Available. | 1 2 3 4 5 |

Total possible points 50pts. Total points scored

50

Former Employer Rating Bonus Points 1-20

-

Interviewer: Kulger

total points

50

Date: 8/24

## Rick and Rose

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

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

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

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

1. Who are Rick and Rose?
  - a. Co-Workers
  - b. Good friends
  - c. Both A and B
2. Rick and Rose work at Reichel Foods. True or False?
  - a. True
  - b. False
3. Where did the supervisor find Rose?
  - a. Outside
  - b. Working on the line
  - c. In the cafeteria
  - d. In the bathroom
4. How did Rick feel when he saw Rose?
  - a. mad
  - b. sad
  - c. happy
  - d. confused
5. What lesson did Rick and Rose learn?
  - a. Teamwork
  - b. How to make carrots and ranch
  - c. Communication
  - d. Both A and B

4/m 8/21

8/26/13 1pm

**MOSES T. NDICHU**

5089 Weatherstone Circle NW, Rochester, MN 55901  
Cell: (612) 462-1410 Email: moses.ndichu@outlook.com

**WORK EXPERIENCE**

**Super Target – 3827 Marketplace Dr NW, Rochester, MN 55901 - May 2013 - Current**  
Merchandise Flow Team Member

- Delivering a great-looking, fully-stocked sales floor.
- Offering a fast, fun and friendly guest experience.
- Maintain a clean, clutter-free work area.
- Quickly respond to all team member requests.

**MyISP Limited, Nairobi, Kenya October 2010 – December 2012**

Supervisor Structured Cabling Projects

- Supervised and compiled reports on structured cabling projects.
- Keeping track on Inventory onsite.
- Responsible for 3 to 5 man crew and approving their time records.
- Resolving complaints raised by clients.

**MyISP Limited, Nairobi, Kenya February 2008 – September 2010**

Web Developer

- Developed new websites and maintained or upgraded existing websites.
- Support clients on website and email issues online, over the phone or onsite.
- Trained interns web development using content management system such as Wordpress and Joomla

**Telkom Kenya (Now Orange Kenya) Nairobi, Kenya 2007**

Technical Support Intern

- Managed and Monitored the ADSL Network management system.
- Support Clients with Internet connectivity and computer hardware or software related problems.
- Registered new domains and created email accounts

**EDUCATION**

Diploma in Business Information Technology, 2007 Strathmore University, Nairobi, Kenya  
Cisco certified network associate, 2008 African Advanced Level Communication Institute (AFRALTI)