



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017023111942KN

Report Prepared: 01/23/2017

Company Information

Company ID: 47429

Company Name: Employer Solutions Staffing Group

Employee Information

Last Name: Smith

First Name: Nicole

Date of Birth: 11/13/1984

Social Security Number: *** ** 1235

Hire Date: 01/23/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Minnesota

Driver's License or ID Card Number:

Document Expiration Date: 11/13/2020

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 01/23/2017

Case Submitted By: GLEN7602

Closed On: 01/23/2017

Closed By: GLEN7602

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

SENSITIVE BUT UNCLASSIFIED



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) Smith		First Name (Given Name) Nicole		Middle Initial A	Other Last Names Used (if any)	
Address (Street Number and Name) 300 West Main St. PO Box 382			Apt. Number	City or Town Utica	State MN	ZIP Code 55979
Date of Birth (mm/dd/yyyy) 11/13/1984	U.S. Social Security Number 4 7 4 - 0 4 - 1 2 3 5		Employee's E-mail Address		Employee's Telephone Number (507) 932-7064	

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

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 ZIP Code

STOP | *Employer Completes Next Page* | STOP



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

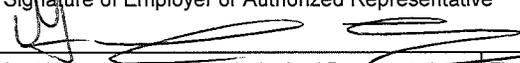
Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Smith	First Name (Given Name) Nicole	M.I. A	Citizenship/Immigration Status 1
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title N/A		Document Title Driver's license issued by state/territory		Document Title Social Security Card (Unrestricted)
Issuing Authority N/A		Issuing Authority Minnesota		Issuing Authority Social Security Administration
Document Number N/A		Document Number P426124474212		Document Number 474041235
Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) 11/13/2020		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A		<div style="border: 1px solid black; padding: 5px;">Additional Information</div>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> QR Code - Section 2 Do Not Write In This Space  </div>
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 01/23/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative 		Today's Date(mm/dd/yyyy) 1/23/17	Title of Employer or Authorized Representative Administrative Assistant	
Last Name of Employer or Authorized Representative Lenz	First Name of Employer or Authorized Representative Garrison	Employer's Business or Organization Name ESSG		
Employer's Business or Organization Address (Street Number and Name) 7301 Ohms Ln.		City or Town Edina	State MN	ZIP Code 55439

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

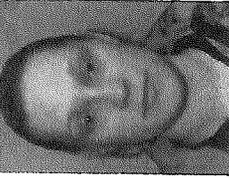
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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MINNESOTA
DRIVER'S LICENSE



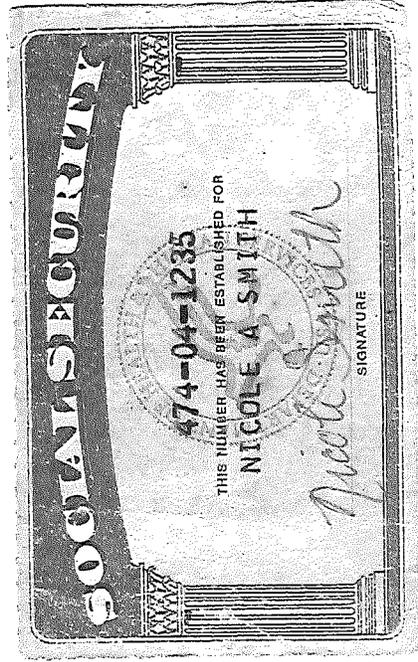
P426124474212

NICOLE AMANDA SMITH
627 ROCKY CREEK DR NE LOT 6
ROCHESTER, MN 55906

Date of Birth 11-13-1984
Sex F Eyes GRN Class D
Height 5-3 Weight 150 DONOR

ISSUED 02-2016 EXPIRES 11-13-2020

Nicole Smith



DISCLOSURE AND AUTHORIZATION [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer Solutions Staffing Group LLC (ESSG) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" that may include information about your character, general reputation, personal characteristics, and/or mode of living, and that can involve personal interviews with sources, such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. Fax: 800-886-0774 or 952-941-9041. ORANGE TREE EMPLOYMENT SCREENING's website is at www.orangetreescreening.com, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing ESSG to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

<p>New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by ESSG by contacting the consumer reporting agency identified above directly. You may also contact ESSG to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which ESSG shall provide within 5 days.</p>
<p>New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by ESSG, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.</p>
<p>Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that ESSG has not maintained secured records is available to you upon request.</p>
<p>Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.</p>

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by ESSG at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, company, or insurance company to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. ORANGE TREE EMPLOYMENT SCREENING's website is at: www.orangetreescreening.com, another outside organization acting on behalf of the company, and/or the company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by ESSG.

(Must include email address: _____)

X Signature: Nicole Smith Date: 1/23/17

BACKGROUND INFORMATION

Last Name: Smith First: Nicole Middle: Amanda

Other Names/Alias: _____

Social Security #: 474-04-1235 Date of Birth (mm/dd/yyyy)*: 11/13/1984

Driver's License #: P42612474212 State of Driver's License: MN

Present Address: 300 W. main st. Telephone # (Primary): 507-923-7064

City/State/Zip: Utica mn 55979

**This information will be used for background screening purposes only and will not be used as hiring criteria.*

**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.



Individual's Name

1/23/17

Date

SIGN THIS VERSION OF CONSENT—SAME AS PAGE 6



CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5		DATE <u>1/23/17</u>
Name <u>Smith Nicole Amanda</u> <small>Last First Middle Maiden</small>		
Present address <u>390 W. Main St. P.O. Box 382</u> <small>Number Street</small> <u>Utica</u> <u>MN</u> <u>55979</u> <small>City State Zip</small>		
Social Security No <u>474 - 01 - 1235</u>		
Telephone <u>507 923-7064</u>		E-Mail <u>n-smith42@yahoo.com</u>
If under 18, please list age _____		Referred by _____
Position applied for (1) <u>warehouse</u> and salary desired (2) <u>\$11.50</u> (Be specific) <u>1st south/north</u>		Shift available to work 1 st <u>X</u> 2 nd _____ 3 rd _____ <i>weekends G.L. (✓)</i>
How many hours can you work weekly? <u>40</u>		Can you work nights? <u>no</u>
Employment desired ___ FULL-TIME ONLY ___ PART-TIME ONLY <u>X</u> FULL- OR PART-TIME		
When available for work? <u>now</u>		
Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? <u>X</u> No ___ Yes If so, please explain _____		
Do you anticipate any absences from work on a regular basis? <u>X</u> 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>Rochester off Campus</u>	<u>2364 Vallyhigh Dr. NW Rochester</u>	<u>3</u>	
College				
Bus. or Trade School				
Professional School				

APPLICATION FOR EMPLOYMENT

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

What is your means of transportation to work? My Car

Driver's license number P426 1244 74212 State of issue MN

Operator ___ Commercial (CDL) ___ Chauffeur ___

Expiration date 11/13/2020

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 Alison O'Connell Name Amanda Beyer

Position Child Care Position Manager

Company Bright beginnings Company Charter

Address Eau Claire, WI Address Rochester, MN

Telephone (607) 259-9928 Telephone (607) 431-1086

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>Nicole Smith</u>	Supervisor name <u>Jarrod Ziss</u>	
Position <u>housekeeper</u>	Employment dates	Pay or salary
Company <u>Shorewood Senior Campus</u>	From <u>1/5/15</u>	Start <u>11.00</u>
Address <u>2065 2nd St Rochester, MN 55902</u>	To <u>12/29/16</u>	Final <u>11.27</u>
Telephone <u>(507) 252-9110</u>	Your last job title <u>housekeeper</u>	

Reason for leaving (be specific) differences with another employee

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. Clean + maintain common areas of the building, enter resident rooms while occupied to clean and sanitize, laundry, communicate w/nursing staff + family about residents

Name <u>Nicole Smith</u>	Supervisor name <u>Jean Johnson</u>	
Position <u>Housekeeper</u>	Employment dates	Pay or salary
Company <u>Golden Living</u>	From <u>5/2014</u>	Start <u>10.00</u>
Address <u>501 4th Ave SE Rochester, MN 55904</u>	To <u>12/2014</u>	Final <u>10.00</u>
Telephone <u>(507) 255-4514</u>	Your last job title <u>housekeeper</u>	

Reason for leaving (be specific) New management

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. Clean + maintain common areas of the building, enter resident rooms to clean + sanitize all surfaces, laundry, communicate w/nursing staff about resident issues

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>Nicole Smith</u>	Supervisor name <u>Sue Sachausen</u>	
Position <u>Housekeeper</u>	Employment dates	Pay or salary
Company <u>Ramada</u>	From <u>2014</u>	Start <u>7.50</u>
Address <u>1517 16th St SW</u>	To <u>2014</u>	Final <u>8.00</u>
<u>Rochester MN 55902</u>	Your last job title <u>Housekeeper</u>	
Telephone <u>(607) 289-8864</u>		

Reason for leaving (be specific) Too much work w/out enough employees

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company. Clean + sanitize guest rooms, strip + make beds, Laundry, Replenish all guest accessories, Customer service

Name <u>Nicole Smith</u>	Supervisor name <u>Dale Dodds</u>	
Position <u>Housekeeper</u>	Employment dates	Pay or salary
Company <u>Merry Maids</u>	From <u>2013</u>	Start <u>7.50</u>
Address <u>Rochester, MN</u>	To <u>2014</u>	Final <u>7.50</u>
<u>55921</u>	Your last job title <u>housekeeper</u>	
Telephone <u>(607) 412-8654</u>		

Reason for leaving (be specific) Too much driving w/o compensation for Van/Car

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. Enter customers home while occupied or unoccupied, Clean according to Responsibility sheet, strip beds + remake, Lock up customers homes. Clean buisnesses as assigned, sanitize bathrooms.

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 *Nicole J. [Signature]* Date: 1/23/17

MINNESOTA DRIVER'S LICENSE



NICOLE AMANDA SMITH
 627 ROCKY CREEK DR NE LOT 6
 ROCHESTER, MN 55906

Date of Birth	11-13-1984
Sex	F
Eyes	GRN
Class	D
Height	5-3
Weight	150
DMNR	

ISSUED 02-2016 EXPIRES 11-13-2020

Nicole Smith

P426124474212

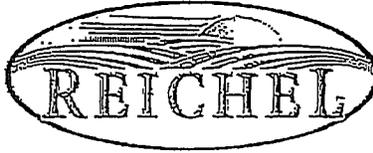
SOGIANTSHOURRY

474-04-1235

THIS NUMBER HAS BEEN ESTABLISHED FOR
NICOLE A SMITH

Nicole Smith

SIGNATURE



Employee Photo Release Form

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

Employee Signature: Nicole Smith

Date: 1/23/17



Preliminary Questions

For CMG use only

Name: Nicole Smith

Date: 1/23/17

- 1 If hired are you willing to take a drug test? Y
- 2 Do you have any known food allergies to soy, wheat, peanuts, or milk? N
- 3 Are you able to work with pork? Y
- 4 Which plant do you prefer? OPEN
- 5 What shift do you prefer? 1st

To be completed during interview only

Date of interview 1/23/17

→ Have you ever been convicted of a crime? Yes No: X

Explain

Incident _____

→ Employee Signature Nicole Smith

Interviewer Signature _____

507.923.7064

ENTERED

nicole smith
Housekeeper at SilverCrest Properties, LLC
n_smith42@yahoo.com

1/23

1030A

===== Experience =====

SilverCrest Properties, LLC

Housekeeper

01/2015 to 12/2016

Summary: maintain cleanliness in common areas of building as well as resident rooms, laundry, report resident issues with nursing staff, submit maintenance requests to maintenance team. communicate with residents family members,

ramada

housekeeper

2015 to 2015

Summary: clean guest rooms, strip and make beds, replenish supplies, laundry, submit maintenance orders

Golden LivingCenters

Housekeeper

2015 to 2015

Summary: clean and maintain resident rooms and common areas, laundry, report resident issues with nursing staff, communicate with residents families,

merry maids

Housekeeper

2014 to 2015

Summary: enter and clean customers homes, follow work orders, strip and make beds, clean up after pets and children, lock up when leaving.

Payless ShoeSource

Sales Associate

2013 to 2014

Summary: open store, customer service, receive and breakdown shipment, replenish stock, phone and special orders, clean and vacuum store, close store.

===== Skills =====

Customer Service

Housekeeping

Follow-through Skills

Customer Satisfaction

Shipping & Receiving

Follow Directions

Resume data from LinkedIn