

# CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: Monday-Friday 9am-3pm

Office Number: 507-838-5994

Office Address: 1232 Valley High Dr NW Rochester, Mn 55901



## 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) Rookhuan, Patricia Date: 1-19-2021

Address: (Street Address) PO Box 457 (Apt./Unit #) \_\_\_\_\_

(City) Rochester (State) MIN (ZIP Code) 55907

Phone: 507-258-0840 Email: \_\_\_\_\_

Social Security No. 619-78-2683 Date Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Desired Wage: \_\_\_\_\_

Shift Available to work:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> 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	<u>Shakopee prison</u>	<u>1010 W. 6th Ave, Shakopee MN 55379</u>		<u>GED</u>
College	<u>Ashland University</u>		<u>1 year</u>	
Bus. Or Trade School				
Professional School				

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### Previous Employment

Company: Shakopee Prison Phone: \_\_\_\_\_

Address: 1010 W. 6th Ave, Shakopee, MN Supervisor: \_\_\_\_\_

Job Title: Reception Clerk Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: Assist New Admits, Present Powerpoints

From: Dec 2017 To: Jan 2021 Reason for Leaving: Released

May we contact your previous supervisor for reference?  Yes  No

Company: Dollar Tree Phone: \_\_\_\_\_

Address: Austin, MN 55912 Supervisor: \_\_\_\_\_

Job Title: Cashier Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: Handled Cash, scan products

From: 10-2015 To: 12-2015 Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: Woodstream Phone: \_\_\_\_\_

Address: Ellendale, MN Supervisor: \_\_\_\_\_

Job Title: Assembler Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: Assemble Bird Feeders

From: 5-2015 To: 5-2015 Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: Younkers Phone: \_\_\_\_\_

Address: Austin, MN 55912 Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: Assist Sales, Handled Cash

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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: Patricia P. Date: 1-19-2021

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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  Date: 1-19-2021

# Patricia Boonreuang

509 3<sup>rd</sup> Ave SE  
Austin, MN 55912  
(507) 279-1965

## Skills and Interests

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### Money Management

- Counted cash in register
- Deposited store money to bank
- Processed checks and handled credit/debit cards

### Team Player

- Able to work in a group
- Get along with others
- Provided help to co-workers

### Customer Service

- Kind to all customers
- Able to answer questions and concerns
- Great communication with others

### Technology Use

- Knowledge of computers and internet
- Placed online orders for customers
- Logging data in computer

### Barcode Scanning

- Scanned products for inventory
- Use of barcode scanner for price check
- Scanned items at check out

### Organization

- Labeled and tagged products
- Folded, taped, and stacked boxes
- Creating new admit packs

### Tool Handling

- Used small tools to assemble
- Used a tag remover and barcode scanner
- Used a label maker

## Certificates

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**Office Support**  
Hennepin Technical College

2019

## Experience

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**Reception Clerk**  
Shakopee Prison

December 2019 - January 2021

- Log data
- Present PowerPoint presentations
- Assist new admits
- Create new offender tags, files and folders
- Issue new offender paper work and class materials
- Worked in a team

**Cashier**

October 2015 - December 2015

Dollar Tree

- Scanned products
- Answered phone calls
- Restocked products
- Made announcements in the store
- Counted money in register
- Cleaned aisles
- Align products on shelves

**Assembler**

March 2015 - May 2015

Woodstream

- Packaged products
- Stacked boxes on pallets
- Handled a forklift
- Assembled bird feeders and mole traps
- Used small tools
- Worked in a team

**Sales Associate**

October 2014 - March 2015

Younkers

- Opened accounts for customers
- Cleaned dressing rooms
- Put items back on shelves
- Checked inventory and changed prices
- Created online orders for out of stock items
- Handled cash
- Scanned barcodes
- Stocked products