

ESG NEW HIRE PAPERWORK	Date received & initials completed	DATE FAXED & INITIALS	CMG NEW HIRE PAPERWORK	Date received & initials completed	DATE FAXED & INITIALS
EMPLOYEE NAME: (Last, First) <i>Dotter, Phillip</i>	<i>12/07/07</i>	<i>SE</i>	EMPLOYEE NAME: (Last, First)		
ESG New Hire Application	<i>12/07/07 SE</i>	<i>SE</i>	CMG New Hire Application		
ESG Emergency Contact Info	<i>12/07/07 SE</i>		CMG Emergency Contact Info		
Employment Eligibility - I-9- 2 forms of ID - copies	<i>12/07/07 SE</i>		Employment Eligibility - I-9 2 forms of ID - copies		
(1) <i>DL</i>	<i>12/07/07 SE</i>		(1)		
(2) <i>SS card</i>	<i>12/07/07 SE</i>		(2)		
W-4	<i>12/07/07 SE</i>		W-4		
ESG BACKGROUND RELEASE FORM	<i>12/07/07 SE</i>		CMG BACKGROUND RELEASE FORM		
<i>CMG Time</i>	<i>12/10/07 SE</i>		E-VERIFY		
			CMG HANDBOOK-date reviewed and distributed with new employee		
Additional information:	<i>starts 12/17/07</i>		EMPLOYEE CONFIDENTIALITY AGREEMENT		

**CMG CORPORATE FAX NUMBER: 303-736-7767**

*Nights - Bus*



# EMPLOYEE INFORMATION SHEET

STRICTLY CONFIDENTIAL

LAST NAME: Potter  
Apellido Nombre

FIRST NAME: Phillip MIDDLE INITIAL: -  
Primero Nombre Segunda Inicial

ADDRESS: 2210 Elwood St  
Direccion

CITY: Washington STATE: Mn ZIP: 56187  
Ciudad Estado Zona Postal

HOME PHONE #: 507 3765120 CELL PHONE #: 350-9014  
Teléfono Celular teléfono

DATE OF BIRTH: 12-9-60  
Fecha de Nacimiento

SOCIAL SECURITY NUMBER: 081-54-9918  
Numero de Seguro Social

GENDER: FEMALE  MALE  MARITAL STATUS: MARRIED  SINGLE   
Género Mujer Masculino Estado Civil Casado Soltero

ETHNIC ID: (WHITE, BLACK, HISPANIC, ASIAN, INDIAN) Black  
origen étnia

<b>EMERGENCY CONTACT INFORMATION</b> INFORMACIÓN DE CONTACTO DE EMERGENCIA NAME: <u>Mike Potter</u> Nombre PHONE #: <u>507 350-9014</u> Teléfono
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**FOR CMG USE ONLY:**

HIRE DATE: 12/07/07 START DATE: 12/17/07

TERM DATE: \_\_\_\_\_ SALARY (Hourly): 10.6

SHIFT: 1-DAY  2-NIGHT  3-OVERNIGHT  
1-DAY BUSSEY 2-NIGHT BUSSEY

DEPARTMENT: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
BADGE #: \_\_\_\_\_  
PRIMARY LANGUAGE: \_\_\_\_\_  
WORKERS COMP CODE: \_\_\_\_\_

<b>EMPLOYMENT STATUS</b> Agency Referral <input type="checkbox"/> CMG Recruit <input checked="" type="checkbox"/> CMG Rollover Date: _____ Client Rollover Date: _____
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# Employer Solutions Staffing Group LLC

## New Hire Application

7300 Metro Blvd, Suite 635  
Edina, MN 55439  
Tel. 952.835.1288

Personal Data-- PLEASE PRINT LEGIBLY IN INK

Last Name Potter First Name Phillip Middle Initial -  
 Street Address 2210 ELEANOR ST  
 City/State/Zip Worthington mn 56187  
 Home Phone 507 350-376-9014 Message Phone 507 350-9014  
 Company/Employer SUZON

All offers of employment are conditional upon satisfactory proof of identity and legal ability to work in the U.S.A.

Are you legally authorized to work in the United States of America?  YES  NO

### Applicant Certification and Authorization

I authorize Employer Solutions Staffing Group LLC (ESSG) to use the information and statements contained in this application to determine my qualifications for employment. I authorize ESSG to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation and eligibility for rehire.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by certain clients of ESSG. 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 ESSG policies.

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

I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of ESSG.

Phillip Potter Name (Print or type)  Applicant's Signature 12-7-07 Date

A copy or facsimile will be considered the same as an original signature.

For ESSG Office Use Only				
BQ _____	NHW _____	I-9 _____	Direct Deposit _____	W4 _____
Emergency Contact Info _____	Background Release Form _____	Background Results _____	Proof of Insurance _____	Drug Tests _____

# Form W-4 (2007)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2007 expires February 16, 2008. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** You cannot claim exemption from withholding if (a) your income exceeds \$850 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on

itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax

for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners/Multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

**Nonresident alien.** If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2007. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

## Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent. A   /  

B Enter "1" if: B       

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.

C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C       

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return D       

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) E       

F Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit F       

(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub 972, Child Tax Credit, for more information.

- If your total income will be less than \$57,000 (\$85,000 if married), enter "2" for each eligible child.
- If your total income will be between \$57,000 and \$84,000 (\$85,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have 4 or more eligible children. G

H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) H       

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married) see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b> Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Allowance Certificate</b> ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.	OMB No. 1545-0074 <b>2007</b>
1 Type or print your first name and middle initial. Last name <u>Phillip</u> <u>Potter</u>		2 Your social security number <u>081-94-9918</u>
Home address (number and street or rural route) <u>2210 Eleanor</u>		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code <u>Washington DC</u>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u>  /  </u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <u>  /  </u>
7 I claim exemption from withholding for 2007, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here <span style="float:right">▶ <u>  /  </u></span>		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (Form is not valid unless you sign it.) ▶ <u>Phillip Potter</u>		Date ▶ <u>12-7-07</u>
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional) 10 Employer identification number (EIN)



**Employer  
Solutions  
Staffing  
Group LLC**

7300 Metro Blvd, Suite 635  
Edina, MN 55439  
Tel. 952.835.1288  
Fax 952.835.1255

Website: [www.employersolutionsgroup.com](http://www.employersolutionsgroup.com)

## EMPLOYMENT ELIGIBILITY VERIFICATION

After you are hired and before you start work, you are required by law to provide certain documents that verify you are eligible to work and establish your identity. The following is a list of acceptable documents.

One from this column	OR	One from each of these two columns	
<p><b>Documents that establish both Identity and Employment Eligibility</b></p> <ul style="list-style-type: none"> <li>o U.S. Passport (unexpired or expired)</li> <li>o Certificate of U.S. Citizenship (INS Form N-560 or 5-570)</li> <li>o Unexpired foreign with attached I-551 stamp or attached INS form I-94 indicating unexpired employment authorization</li> <li>o Alien Registration Receipt Card (INS form I-688)</li> <li>o Unexpired Employment Authorization Card (INS form I-688A)</li> <li>o Unexpired Reentry Permit (INS form I-327)</li> <li>o Unexpired Refugee Travel Document (INS form I-571)</li> <li>o Unexpired Employment Authorization Document issued by the INS, which contains a photograph (INS form I-688B)</li> </ul>		<p><b>Documents that establish Identity</b></p> <ul style="list-style-type: none"> <li>o Drivers License or ID card issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date or birth, sex, height, eye color, and address</li> <li>o ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address</li> <li>o School ID with photograph</li> <li>o Voter's registration card</li> <li>o U.S. Military dependent's card</li> <li>o Military dependent's card</li> <li>o U.S. Coast Guard Merchant Mariner card</li> <li>o Native American tribal document</li> <li>o Driver's license issued by a Canadian government authority</li> </ul> <p><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ul style="list-style-type: none"> <li>o School record or report card</li> <li>o Clinic, doctor, or hospital record</li> <li>o Day-care or nursery school card</li> </ul>	<p><b>Documents that establish Employment Eligibility</b></p> <ul style="list-style-type: none"> <li>o U.S. Social Security Card issued by the Social Security administration (other than a card stating it is not valid for employment)</li> <li>o Certification of Birth Abroad issued by the Department of State (form FS-545 or DS-1350)</li> <li>o Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the U.S., bearing an official seal</li> <li>o Native American Tribal document</li> <li>o U.S. Citizen ID card (INS form I-197)</li> <li>o ID card for use of Resident Citizen in the U.S. (INS form I-179)</li> <li>o Unexpired employment authorization document issued by the INS (other than those listed in the first column)</li> </ul>

*"You have the employees, we have the solutions."*

# Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last <u>Potter</u>	First <u>Phillip</u>	Middle Initial <u>—</u>	Maiden Name
Address (Street Name and Number) <u>2210 Elanor St</u>		Apt. #	Date of Birth (month/day/year) <u>12-9-60</u>
City <u>Worthington</u>	State <u>MA</u>	Zip Code <u>56187</u>	Social Security # <u>081-54-9918</u>

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):

A citizen or national of the United States

A Lawful Permanent Resident (Alien #) A \_\_\_\_\_

An alien authorized to work until \_\_\_\_\_

(Alien # or Admission #)

Employee's Signature: [Signature] Date (month/day/year): 12-07-07

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		<u>Minnesota Driver's License</u>		<u>Social Security</u>
Issuing authority: _____		<u>MN</u>		<u>US GOVT</u>
Document #: _____		<u>F836003043117</u>		<u>081-54-9918</u>
Expiration Date (if any): _____		<u>12/09/2011</u>		
Document #: _____				
Expiration Date (if any): _____				

**CERTIFICATION -** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 12/07 and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>[Signature]</u>	Print Name <u>Sarah Evans</u>	Title <u>Recruiter</u>
Business or Organization Name <u>ESSG 730 North Blvd</u>	Address (Street Name and Number, City, State, Zip Code) <u>135 Edina MN 55349</u>	Date (month/day/year) <u>12/10/07</u>

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable) \_\_\_\_\_ B. Date of rehire (month/day/year) (if applicable) \_\_\_\_\_

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: \_\_\_\_\_ Document #: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible 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	Date (month/day/year)
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**MINNESOTA DRIVER'S LICENSE**

PHILIP POTTER  
 2210 ELEANOR ST  
 WORTHINGTON, MN 56187

Date of Birth 12-09-1960  
 Sex M  
 Eyes BRN  
 Height 6-4  
 Weight 230

Class: D  
 ISSUED 09-2007  
 EXPIRES 12-09-2011

F836003043117



**SOCIAL SECURITY**

061-54-9918

THIS NUMBER HAS BEEN ESTABLISHED FOR  
 PHILIP POTTER

MINNESOTA

SIGNATURE



## SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security  
E-Verify

Report Prepared: 12/10/2007  
Page: 1 of 1

Case Verification Number: 2007344095114TR

**Initial Verification:**

Last Name:	Potter	First Name:	Phillip
Middle Initial:		Maiden Name:	
Social Security Number:	081-54-9918	Date of Birth:	12/09/1960
Hire Date:	12/07/2007	Citizenship Status:	Citizen or National of the United States
Alien Number:		I-94 Number:	
Document Type:	List B, C Documents	Doc. Expiration Date:	
Initiated By:	SEVA4775	Initiated On:	12/10/2007

**Initial Verification Results:**

Initial Eligibility: EMPLOYMENT AUTHORIZED

**SSA Referral:**

Referral By: Referral Date:

**Verification Response:**

Eligibility: Response Date:

**SSA Resubmittal:**

Last Name:		First Name:	
Middle Initial:		Maiden Name:	
Social Security Number:		Date of Birth:	
Initiated By:		Initiated On:	

**Resubmittal Verification Results:**

Eligibility:

**Additional Verification:**

Comments:  
Initiated By: Initiated On:

**Verification Response:**

Eligibility: Response Date:

**DHS Referral:**

Referral By: Referral Date:

**DHS Referral Results:**

Eligibility: Response Date:

**Case Resolution:**

Resolve Option:  
Resolved By: Resolved On:

SENSITIVE BUT UNCLASSIFIED



It is necessary for us to have current information readily available to the supervisor where you are working and also in your employee file. Thank you for your cooperation. We appreciate you!

Phillip Potter  
Your Name

2210 Eleanor St Apt#  
Your Address

Worthington mn 56187  
Your City, State, Zip Code

(507) 376-5130 / 507 350-9014  
Your Telephone Number

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**EMERGENCY CONTACT INFORMATION**

Mike Potter  
Name

Brother  
Relationship

2210 Eleanor St  
Address

Worthington mn 56187  
City, State, Zip Code

(507) 376-5130  
Telephone Number

(507) 350-9014  
Alternate Telephone Number

## Background Investigation Information Release Form

*Please read this form carefully and be aware that by allowing Employer Solutions Staffing Group LLC to investigate your background with state and federal agencies, you will be waiving and releasing all claims for damages you might sustain arising out of the criminal and driving record background check and review.*

I understand that a successful criminal and driving record background investigation is a condition of my employment by Employer Solutions Staffing Group LLC to work at facilities of

and, further, that Employer Solutions Staffing Group may, at its discretion, conduct periodic criminal and driving record background investigations on me during the course of my employment with Employer Solutions Staffing Group.

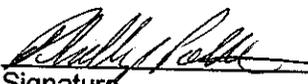
I agree to waive and relinquish all claims I may have against Employer Solutions Staffing Group LLC and its officers, agents, servants and employees as a result of my participation in any criminal and driving record background investigation.

I do hereby fully release and discharge Employer Solutions Staffing Group LLC, its respective officers, agents, servants, and employees from any and all claims from damages that I may have or that may accrue to me on account of the results of any aspect of any criminal and driving record background investigation.

I further agree to indemnify and hold harmless and defend Employer Solutions Staffing Group LLC, its respective officers, agents, servants, and employees from any and all claims resulting from damages sustained by me or arising out of, connected with, or in any way associated with, any of the activities of any criminal and driving record background investigation and review.

**I have read and fully understand this Waiver and Release of All Claims.**

Employee Full Legal Name (Printed)	Last	First	Middle	Social Security #	Birthdate
	Pottae	Phillip	-	581 54 9918	12:09:60
Minnesota Driver's License Number				Date Signed	
F8360030413117				12-07-07	

  
 \_\_\_\_\_  
 Signature



**STATEMENT OF CONFIDENTIALITY**

This agreement made this 7 day of Dec, 2007, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and hereafter referred to as "employee".

**WITNESSETH:**

For the duration of my employment and after resignation or termination of this employment with employer, for any reason whatsoever, the employee shall not use or disclose to any other person or company, and confidential or proprietary information or know-how related to the business of the employer.

In view of the difficulty of determining the amount of damages that may result to the employer from a violation of any of the provisions hereof, the employee agrees to pay to the employer the sum of \$10,000 as liquidated damages for every such violation; provided, however, that the payment of such amount as liquidated damages shall not be construed as a release or waiver by the employer of the right to prevent any such violation in equity or otherwise.

  
\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Employer Solutions Staffing Group LLC, Representative

**STEP 1 - PRE-EMPLOYMENT HEALTH ASSESSMENTS**

Pipestone Medical Group/Pipestone County Medical Center, 920 4th Ave. SW, Pipestone, MN 56164.  
**CALL IMMEDIATELY (507) 825-5700 (or 800-332-1155) to confirm an appointment time on TUESDAYS or THURSDAYS.** Be sure to communicate you are with SUZLON. Please arrive early to allow enough time to complete your Health Questionnaire. Allow up to 1 hour for your exam. Thank you.

**STEP 2 - PCMC LABORATORY AUTHORIZATION FOR COLLECTION**

**CMG**

DATE OF TEST \_\_\_\_\_

1711 South Highway 75  
Pipestone, Minnesota 56164

In order to process a laboratory procedure in our facility we are required to obtain a written request signed by a representative from your company for our records. Please complete the Company Name and Address and fill in the Employee Name, Date of Birth, Social Security #, Date of Test, Test Requested, Reason requested and sign the area for company representative. You may fax this authorization directly to our lab at 507-825-6081.

Name of Employee Phillip Pottas DOB 12 9 66  
Social Security # 081-54-9918 (Month / Day / Year)

Test Requested  
 Urine Drug Screen (DOT)  
 Urine Drug Screen (NON-DOT)  
 Breath Alcohol (DOT)  
 Breath Alcohol (NON-DOT)  
Reason requested  
 Random  Pre-employment  Post-accident  Other  
 Reasonable Suspicion  Follow Up  Return to Duty

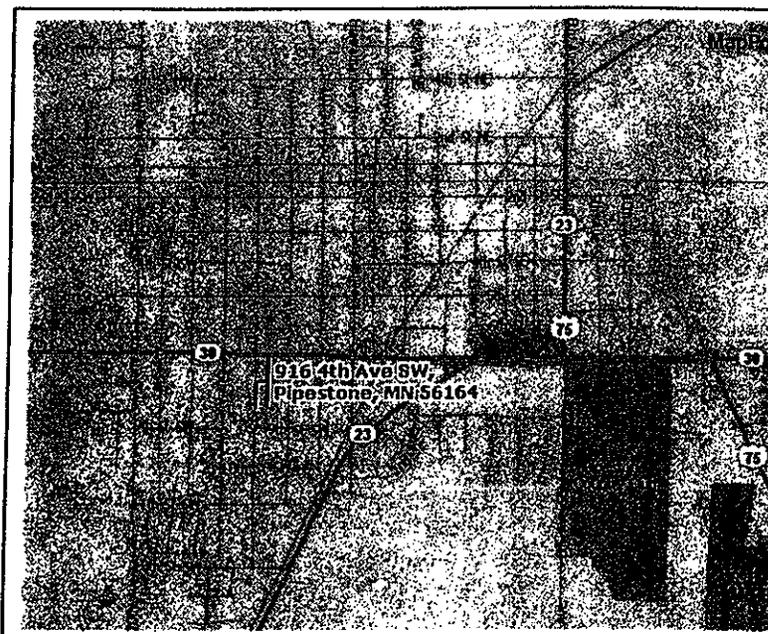
[Signature]  
Signature of Company Representative

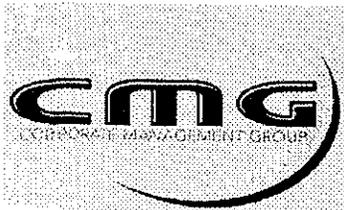
If a donor does not have a driver's license or acceptable picture ID, a company representative must accompany the donor to our lab for identification purposes. The donor and the authorized representative must then sign the request to witness the identification of the donor.

Pipestone County Medical Center Laboratory (916 4<sup>TH</sup> Ave. SW) hours for collection of Urine Drug Screens and Breath Alcohol Testing are Monday – Friday from 9:00 am to 3:00 PM. If this time does not work for the donor, please call the lab at 507-825-6166 to schedule an appointment and we will try to accommodate the collection time.

**INSTRUCTIONS TO DONOR FOR URINE DRUG SCREEN:**

1. Donor must bring valid photo ID, preferably a Drivers License. If no valid photo ID or acceptable picture ID available, an authorized representative from the company must verify identification of donor.
2. For Drug Screen... Donor must be prepared to give a urine sample for testing.
3. If donor is unable to give urine sample or other sampling issues arise, the donor may be required to remain at PCMC for up to 3 hours.
4. If confirmation testing is necessary, it may take up to one hour to complete testing.
5. A refusal to test, or a positive test, will subject donor to disciplinary action as authorized by DOT regulations or facility drug and alcohol policy.





\* 2nd shift

**APPLICATION FOR EMPLOYMENT**

DATE 12-7-07

Name POTTER Philip -  
Last First Middle Maiden  
 Address 2210 ELEANOR ST WORTHINGTON MN 56187  
Number Street City State Zip  
 Telephone (507) 376-5130 Social Security No. 081-54-9918

Are you under age 18  YES  NO, if "YES", can you provide proof of your eligibility to work?  YES  NO

Are you currently authorized to work in the United States?  YES  NO. Proof of eligibility will be required if hired.

Current Position Line Production  
 Current Wage -  
 Shift DAYS (ANY)  
 Are you available to work overtime?  Yes  No

TYPE OF SCHOOL	NAME OF SCHOOL	MAJOR & DEGREE
High School		
College		
Bus. or Trade School		
Professional School		

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying?  No  Yes (a Conviction record will not necessarily disqualify you from employment).

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

Please list two Emergency Contacts other than relatives.

Name <u>MIKA POTTER</u>	Name _____
Address <u>2210 ELEANOR ST</u>	Address _____
<u>WORTHINGTON MN 56187</u>	
Telephone <u>(507) 376-5130 / 3509014</u>	Telephone ( ) _____

**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No  
 ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No  
 Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**

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

Name of employer RT Plastering Phone (350-9013) LIMOS  
Address Laid off Supervisor Randy Traitor  
Reason for leaving (be specific) \_\_\_\_\_  
Position/Duties:  
Lift  
\* Buckets of cement 175#

Name of employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_  
Position/Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving (be specific) \_\_\_\_\_  
Position/Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manpower -

**PLEASE READ CAREFULLY**  
R & G Construction - 2 yrs  
**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Corporate Management Group, Inc., (hereinafter called "the Company"),

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 Corporate Management Group, Inc., 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 the Owner/Managing Member of the Company. Both the undersigned and Corporate Management Group, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company 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 called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.

I understand that, in connection with the routine processing of your employment application, the Company 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, the Company, 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 the Company 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 the Company is terminable at will for any reason by either party.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

Corporate Management Group, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Corporate Management Group, Inc. depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

**CMG INTERVIEW GUIDE FOR SUZLON ROTOR CORPORATION**

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

(IF YOU ARE UNSURE HOW TO ANSWER, YOU MAY LEAVE THE QUESTION BLANK)

- 1.) **APPLICANT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(PLEASE PRINT)
- 2.) Are you willing to consent to a post job offered drug screen? **Yes - No** If no, why? \_\_\_\_\_  
(CIRCLE)
- 3.) Are you willing to consent to a post job offered health assessment? **Yes - No** If no, why? \_\_\_\_\_  
(CIRCLE)
- 4.) Can you legally work in this country? **Yes - No** If yes, by what means? **US Citizen - Resident Alien - Other?** \_\_\_\_\_  
(CIRCLE) (CIRCLE)
- 5.) Do you have reliable transportation to get to work? **Yes - No** How far will you travel in miles? \_\_\_\_\_ Will you need a ride **Yes - No**  
(CIRCLE) (CIRCLE)
- 6.) How far away do you live from Suzlon Rotor Corporation? **0-10 10-25 25-50 50-75 75-100 100+ Miles**  
(CIRCLE)
- 7.) Which shift works best for your schedule: **7am-3:30pm 3pm-11:30pm 11pm-7:30am** Will you work any shift? **Yes - No**  
(CIRCLE) (CIRCLE)
- 8.) Is the starting pay of \$10 per hour acceptable? **Yes - No** If no, starting pay desired \$ \_\_\_\_\_ per hour  
(CIRCLE)
- 10.) Have you ever been convicted of a felony? **Yes - No** If so, when? \_\_\_\_\_  
(CIRCLE)
- 11.) Have you ever been terminated from a job? **Yes - No** If "yes", explain: Fullerton  
(CIRCLE)
- 12.) On average how often are you absent from work per month? **Never 1-2 times 3+ times** Reason? \_\_\_\_\_  
(CIRCLE)

**\*\*\* APPLICANT PLEASE DO NOT WRITE BELOW THIS LINE**

- Is the application signed **Yes - No** Are both the application and questions above completed? **Yes - No**  
Was the applicant on time for their interview? **Yes - No** How did the applicant hear about CMG/Suzlon? \_\_\_\_\_

**PHYSICAL JOB REQUIREMENTS. ASK THE APPLICANT IF THEY CAN PERFORM THE FOLLOWING:**

- Do you have full range of motion with your head, neck, & upper body? **Yes - No** Can you lift & carry up to 50lbs if needed? **Yes - No**  
Can you work in a kneeling position? **Yes - No** Can you work in a standing position (on your feet) for a 8 hour shift? **Yes - No**  
Can you work near fumes & dust for a 8 hour shift? **Yes - No** Have you ever worn a respirator? **Yes - No** Where? \_\_\_\_\_

**BASIC INTERVIEW QUESTIONS**

- Have you ever worked in a mfg environment before? **Yes - No** If "yes", where? And tell me about your job responsibilities/duties: \_\_\_\_\_
- Are you currently working right now? **Yes - No** If "yes", why are you looking to leave your employer? \_\_\_\_\_  
If "no", how long have you been looking for employment? \_\_\_\_\_
- Are you on layoff subject to recall? **Yes - No** Where have you had interviews or filled out applications at? \_\_\_\_\_
- When are you available for employment? \_\_\_\_\_ Do you need to give a 2 week notice with your employer? **Yes - No**

**REFERENCE CHECKS**

CMG requires two work related reference checks from past employers. Who should we contact?

- Name and title of reference/company: \_\_\_\_\_  
Comments: \_\_\_\_\_
- Name and title of reference/company: \_\_\_\_\_  
Comments: \_\_\_\_\_

**NOTES**

## Employee Referral Form

I, \_\_\_\_\_ was referred to work at Suzlon Rotor Corporation  
(Your Name)

by \_\_\_\_\_ an employee of Suzlon Rotor Corporation.  
(Name of current SRC employee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employee referral form must be submitted at the time of application. After the applicant's completion of 90 days as an employee the referring employee will receive a \$200 referral bonus on their next payroll check.**