

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-838-5994

Office Address: 1825 7th St NW Rochester, MN 55901



Your workforce management & staffing experts

Applicant Information

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

Full Name: (Last Name, First Name) Dunston Richard Date: _____

Address: (Street Address) 934 HomeStead Village (Apt./Unit #) E

(City) Rochester (State) MN (ZIP Code) 55904

Phone: (507) 701-7969 Email: RichardDunston38@gmail.com

Social Security No. _____ Date Available: _____

Position Applied for: Open Desired Wage: open

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? walk-in 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

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

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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: _____

RICHARD DUNSTON

Machine Operator/Forklift operator

PROFESSIONAL SUMMARY

Machine Operator and Forklift Operator with extensive expertise in optimizing production processes and maintaining quality standards. Demonstrates proficiency in safety management and team collaboration, contributing to significant output increases through effective troubleshooting and resolution of equipment issues. Committed to continuous improvement and innovation in operational efficiency and safety protocols, leveraging advanced skills in equipment maintenance and process improvement.

EMPLOYMENT HISTORY

MACHINE OPERATOR/FORKLIFT OPERATOR

Mar 2018 - Aug 2018

Integrated Recycling Technologies

Waite Park, Minnesota

- ◆ Operated machinery ensuring safety and efficiency, boosting production output.
- ◆ Reduced downtime through effective equipment maintenance and early issue detection.
- ◆ Enhanced safety protocols, fostering a safer work environment.
- ◆ Collaborated with team to streamline processes, improving workflow efficiency.
- ◆ Executed precise forklift operations, increasing production efficiency.
- ◆ Worked closely with team members to streamline logistics operations, optimizing the movement of materials and enhancing overall warehouse efficiency.
- ◆ Demonstrated a strong commitment to learning and adapting quickly to new processes, contributing to team goals and supporting operational improvements.
- ◆ Optimized machinery operations by implementing preventive maintenance schedules, resulting in reduced downtime and increased production output.

MACHINE OPERATOR

Sep 2016 - Nov 2016

Nathan Printing

St. Cloud, Minnesota

- ◆ Maintained equipment for consistent quality and minimal disruptions, boosting productivity.
- ◆ Adjusted machinery settings to optimize output and reduce waste through precise calibration.
- ◆ Resolved mechanical issues proactively, cutting downtime and enhancing throughput.
- ◆ Implemented a maintenance schedule, improving machine reliability and lifespan.
- ◆ Collaborated on troubleshooting, fostering teamwork and elevating productivity.
- ◆ Enhanced production processes by implementing a new maintenance routine, reducing machine downtime and increasing throughput efficiency.
- ◆ Monitored equipment settings meticulously, ensuring consistent production quality and minimizing disruptions.
- ◆ Exhibited a strong willingness to learn and adapt quickly, contributing to team goals and enhancing operational success.

BATCHER/FORKLIFT OPERATINGJan 2016 - Jul 2016
*Cold Spring, Minnesota****Cold Spring Brewery***

- ◆ Mixed ingredients, ensuring batch consistency and quality.
- ◆ Measured ingredients precisely, enhancing efficiency.
- ◆ Refined mixing techniques, improving uniformity and reducing waste.
- ◆ Monitored brewing equipment, maintaining high standards.
- ◆ Ensured accurate settings, minimizing production errors.
- ◆ Streamlined forklift operations, enhancing warehouse efficiency and ensuring timely material delivery to production lines, resulting in reduced downtime.
- ◆ Implemented advanced inventory tracking systems, significantly reducing material retrieval times and improving overall production flow.
- ◆ Conducted thorough equipment inspections, identifying potential issues early and minimizing unforeseen disruptions during batch processing.
- ◆ Worked closely with quality assurance teams to uphold stringent brewing standards, fostering a culture of continuous improvement and teamwork.
- ◆ Maintained meticulous records of batch ingredients and production parameters, ensuring compliance with industry regulations and enhancing traceability.
- ◆ Optimized forklift operations to ensure timely material delivery and reduced production line downtime, enhancing overall efficiency.

MACHINE OPERATING/FORKLIFT OPERATINGJan 2014 - Jul 2015
*Waite Park, Minnesota****Performance seed***

- ◆ Operated machinery ensuring safety, reduced downtime, enhanced productivity.
- ◆ Efficiently managed forklift operations, improved inventory accuracy, minimized errors.
- ◆ Collaborated with team to streamline processes, resulting in smoother workflows.
- ◆ Resolved equipment malfunctions promptly, maintaining operational continuity.
- ◆ Contributed to a safer work environment by adhering to safety protocols.
- ◆ Executed machinery operations with precision, drastically reducing downtime and increasing productivity through proactive maintenance strategies.
- ◆ Streamlined team workflows by fostering collaboration, resulting in smoother processes and improved operational efficiency.
- ◆ Promptly addressed equipment malfunctions, maintaining operational continuity and contributing to a reliable production environment.

DISHWASHEROct 2014 - Jan 2015
*Waite Park, Mn****Texas Roadhouse***

- ◆ Ensured cleanliness of kitchen equipment, enhancing operational efficiency.
- ◆ Collaborated with team to maintain a hygienic environment, reducing health risks.
- ◆ Managed dishwashing tasks promptly, supporting smooth kitchen workflow.
- ◆ Collaborated with kitchen staff to ensure timely cleaning and availability of dishware, contributing to smooth restaurant operations and positive dining experiences.
- ◆ Maintained high cleanliness standards by efficiently handling dishwashing tasks, resulting in notable improvements in kitchen workflow and customer satisfaction.
- ◆ Ensured adherence to health and safety regulations by meticulously cleaning kitchen equipment, reducing risk of contamination and ensuring a safe dining environment.
- ◆ Demonstrated a strong work ethic and eagerness to learn, quickly mastering new tasks and adapting to fast-paced environments.
- ◆ Assisted team members with additional tasks during peak hours, fostering a cooperative work environment and enhancing overall service efficiency.
- ◆ Conducted detailed inspections of kitchen equipment, identifying and resolving maintenance issues to maintain peak operational efficiency.

TEMP AGENCYJun 2015 - Aug 2015
*St. Cloud, Mn****ElectroLux***

- ◆ Resolved equipment issues, ensuring seamless operations and reducing downtime.
- ◆ Enhanced system reliability, minimizing operational interruptions.
- ◆ Diagnosed malfunctions, maintaining continuous equipment performance.
- ◆ Addressed technical faults, achieving uninterrupted workflow.
- ◆ Improved equipment uptime, ensuring consistent operational efficiency.

GOLD N FLUMF CHICKEN**Quality Control/Forklift Operations**

Sep 2015 - Apr 2016
Cold Spring, Mn

- ◆ Managed forklifts to optimize inventory, boosting workflow and safety compliance.
- ◆ Conducted quality checks, reducing defects and returns significantly.
- ◆ Collaborated with team to enhance processes, improving operational efficiency.
- ◆ Resolved equipment issues promptly, minimizing downtime and maintenance costs.
- ◆ Implemented inspection protocols, ensuring safety compliance and reducing defects.
- ◆ Maintained meticulous records of inventory movements, ensuring accurate stock levels and preventing discrepancies through systematic audits.
- ◆ Demonstrated a strong willingness to learn and adapt quickly, contributing to team success and supporting continuous improvement initiatives.
- ◆ Orchestrated forklift operations to optimize inventory flow, enhancing safety compliance and reducing operational lag.
- ◆ Conducted rigorous quality checks, significantly decreasing defect rates and minimizing product returns.
- ◆ Partnered with team members to refine process efficiency, resulting in streamlined operations and increased productivity.

TREE REMOVAL/CITY CLEAN UP**ICWC/ Lino Lakes Correctional Facility**

Apr 2023 - Dec 2024
Multiple Cities

- ◆ Coordinate tree removal, enhancing city aesthetics and safety.
- ◆ Led cleanup projects, achieving cleaner public spaces.
- ◆ Utilize equipment safely, ensuring team efficiency.
- ◆ Address environmental concerns, improving community health.
- ◆ Collaborate with city officials, fostering effective teamwork.
- ◆ Worked closely with city officials and team members to coordinate cleanup efforts, enhancing community engagement and environmental sustainability.
- ◆ Developed efficient debris disposal strategies, accelerating cleanup times and minimizing environmental impact.
- ◆ Maintained equipment and inventory, ensuring optimal performance and reducing downtime during critical city maintenance tasks.
- ◆ Eager to learn and contribute to the team, quickly adapting to new responsibilities and supporting peers in high-pressure situations.
- ◆ Collaborated with city officials to enhance urban aesthetics and safety by efficiently coordinating tree removal operations, fostering community health.
- ◆ Led comprehensive cleanup projects, achieving notable improvements in public space cleanliness and increasing community satisfaction.

VIKING-COCA COLA**Loader/Forklift Operations**

Jun 2016 - Oct 2016
Waite Park, Mn

- ◆ Operated forklifts to streamline warehouse operations, enhancing efficiency and reducing downtime.
- ◆ Loaded and unloaded products safely, ensuring timely distribution and minimal damage.
- ◆ Collaborated with team members to optimize logistics processes, improving workflow and productivity.

EDUCATION

ASSOCIATES DEGREE**Metro community Technical College**

Apr 2023 - Jan 2024
Minneapolis, MN

Currently working towards my Associates Degree for future opportunities with the next company in the future.

HIGHSCHOOL DIPLOMA**Proviso East Highschool**

Aug 2001 - May 2005
Maywood, Illinois

SKILLS

Machine Operation (*Skillful*), Safety Management (*Skillful*), Team Collaboration (*Experienced*),
Equipment Maintenance (*Beginner*), Process Improvement (*Beginner*), Quality Control (*Skillful*), Troubleshooting (*Beginner*),
Forklift Operation (*Experienced*).