



## CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE 8-7-17

Name Steward Sarah Lynn (Himmer)  
Last First Middle Maiden

Present address 3807 College View Rd SE  
Number Street  
Rochester MN 55904  
City State Zip

Social Security No. 477-74-0441

Telephone 507-206-7094 E-Mail himmer5@hotmail.com

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

Position applied for (1) _____ and salary desired (2) _____ (Be specific)	Shift available to work 1 <sup>st</sup> <input checked="" type="checkbox"/> _____ 2 <sup>nd</sup> _____ 3 <sup>rd</sup> _____
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How many hours can you work weekly? 35-40 Can you work nights? NO

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

When available for work? \_\_\_\_\_

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  
 \_\_\_ No  Yes If so, please explain 3 children in school and weekend job

Do you anticipate any absences from work on a regular basis?  
 No \_\_\_ Yes If so, please explain \_\_\_\_\_

*Weekend job 8/17/17*

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Elgin-Millsville High School</u>		<u>5</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? rides for right now -

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_

Operator \_\_\_ Commercial (CDL) \_\_\_ Chauffeur \_\_\_

Expiration date \_\_\_\_\_

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? 1

Please list two references other than relatives or previous employers.

Name Ashley Ackman Name Jolene Mindrup

Position Server Position Manager

Company Whiskey Creek Company Aviary

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

Spring Valley Hayfield

Telephone (507) 313-1858 Telephone (507) 272-0866

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>Rochester School district</u>	Supervisor name <u>Lynn</u>	
Position <u>Para</u>	Employment dates	Pay or salary
Company _____	From <u>May 16</u>	Start <u>1398</u>
Address _____	To <u>May 17</u>	Final <u>1398</u>
Telephone ( ) _____	Your last job title _____	
Reason for leaving (be specific) <u>Stay at home with daughter</u>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.		

Name <u>MediFast</u>	Supervisor name <u>Sandi Bode</u>	
Position <u>Customer Service Coordinator</u>	Employment dates	Pay or salary
Company _____	From <u>Oct 13</u>	Start <u>1300</u>
Address _____	To <u>Dec 15</u>	Final <u>1300</u>
Telephone ( ) _____	Your last job title _____	
Reason for leaving (be specific) <u>Started RCTC for a <del>career</del> personal change</u>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.		

**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 _____ Position _____ Company _____ Address _____ Telephone (____) _____	Supervisor name _____	
	Employment dates	Pay or salary
	From	Start
	To	Final
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.		

Name _____ Position _____ Company _____ Address _____ Telephone (____) _____	Supervisor name _____	
	Employment dates	Pay or salary
	From	Start
	To	Final
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.		

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.

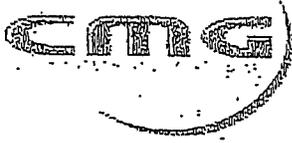
Signature of applicant



Date:

8-7-17





## Preliminary Questions

For CMG use only

Name: Sarah

Date: 8/7

1. If hired are you willing to take a drug test? Yes ✓
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? NO ✓
3. Are you able to work with pork? Yes ✓
4. Which plant do you prefer? A-S ✓
5. What shift to you prefer? 1st ✓

**\*To be completed during or after interview\***

Date of interview 8/7

Have you ever been convicted of a crime? Yes \_\_\_ No X

Explain

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature Sarah Steward

Interviewer Signature Kelly Adell



## RICK & 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 her 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 & B
2. Rick and Rose work at Reichel Foods. True or false? (circle one)
  - 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 & C

# Sarah Steward

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## Objective:

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To maintain a career in customer service.

## Education:

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Elgin-Millville High School  
Elgin, MN

Rochester School of Hair Design  
Rochester, MN

Rochester Community Technical College  
Rochester, MN

## Work History:

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### Rochester School District

January 2016- May 2017

#### Paraprofessional

- One-on-one with students.
- Helped keep the students on task.
- Helped the Teachers with preparing lessons.
- Picked up and dropped off of the students.

### Medifast

June 2013- December 2015

#### Customer Service Coordinator

- Scheduled appointments for current/new clients.
- Greeted clients as they came in.
- Answered phones.
- Performed office duties such as filing, update clients information, place order for office supplies, inventory, kept it cleaned and organized.
- Scheduled meetings and lunch meetings for staff.

### Saints on Second

October 2011-September 2013

#### Server/Bartender

- Gave prompt and friendly service to the guest both in the restaurant and room service.
- Prepared drinks and side dishes.
- Answered any questions for the guests.
- Took orders per guests needs.

### Charter Communications

July 2005-March 2007

#### Customer Service Representative-Call Center

- Problem solved over the phone.
- Answered any questions customers would have.
- Took payments over the phone.
- Added/removed services per customer request.
- Signed up new customers.
- Part of the team that alerted customers of outages.



# Sarah Steward

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## Qualifications:

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- 15+ years of customer service
- Great work ethic
- Organized
- Able to multitask
- Able to work well as a part of a team or as an individual
- Outstanding personality
- Great with communication-Verbal and hand written



# Sarah Steward

3807 College View Rd Se  
Rochester, MN 55904  
507-206-7094  
himmer5@hotmail.com

Dear Sir/Ma'am,

As a professional Customer Service Associate, I reviewed your online post for the \_\_\_\_\_ position with interest. My experience closely matches the criteria of what you are seeking. Although, I may not have the complete qualifications of this position, my ambition and desire to learn new things makes me certain that I would be a great addition to \_\_\_\_\_.

For the past 15 years, my professional experience and skills have grown tremendously with the initiative to be a leader, and learn continuously to help others grow within the company. I have successfully developed logical problem solving skills, as well as, discovering multiple ways of increasing sales and great consumer satisfaction ratings. In addition, I have been professionally trained in office skills such as telephone etiquette, filing, Microsoft Office, Excel, Word, etc. I also have knowledge of all office equipment.

In review of your company's objectives and current openings, I would be interested in speaking with you about how my passion and valuable skills could possibly be an immediate asset to your company. My resume is attached and I can be reached at the telephone number or email listed above. In the meantime, I look forward to hearing from or meeting you in person. Thank you for your time and consideration.

