

**CORPORATE MANAGEMENT GROUP**  
Employment Application



APPLICANT INFORMATION							
Last Name	Williams	First	Shaunta	M.I.	L	Date	8/21/15
Street Address	1657 Minnehaha			Apartment/Unit #	2		
City	ST. Paul	State	MN	ZIP	55106		
Phone	651-239-0906		E-mail Address	Shauntawilliams2010@yahoo			
Date Available	ASAP	Social Security No.	319-70-459	Desired Salary	open		
Position Applied for							
Are you a citizen of the United States?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
How did you hear about us?		Kadejja <sup>corps</sup>		Referral Name:			

PREVIOUS EMPLOYMENT							
Company	Private Care for Sheba Tate			Phone	612-370-4910		
Address				Supervisor	Sheba Tate		
Job Title	PCA	Starting Salary	\$ 10.00	Ending Salary	\$ 10.00		
Responsibilities SEE RESUME							
From	2012	To	2015	Reason for Leaving son's medical brain injury			
May we contact your previous supervisor for a reference?		YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>			
Company	Golden Living Care Center			Phone	952-935-0333		
Address	3201 Virginia			Supervisor	Angie		
Job Title	CNA	Starting Salary	\$	Ending Salary	\$		
Responsibilities SEE RESUME							
From	2012	To	2012	Reason for Leaving son's brain injury willing to explain			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>		NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE	
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	
Date	8/21/15

# Shaunta Williams

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1657 Minnehaha Ave East  
St Paul, MN 55106  
(651) 239-0906  
shauntawilliams2010@yahoo.com

**Objective:** To work within a company that I will be able to utilize the skill, training, and credentials as an Certified Nursing Assistant, Personal Care Assistant. To obtain a position that will allow me to make a positive contribution to the organization.

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## Professional Experience

- Providing direct care: Assisting the residents or client with Activities of daily living. ROM and PROM, breathing treatments. Oxygen delivery
- Preparing meals, light house work
- Experience with Hoyer Lifts and Easy Stands, gate belts
- Charting on the computer, and record keeping books to maintain accurate client activities

## Administration

- Created lesson plans, meal count, planned activities of the center
- Developed a volunteer program in the result of the effort the centers insurance was saved, and enrollment of the center was increased by 10%
- Trained new employees

## Employment History

<b>Personal Care Assistant</b>	private care for Sheba Tate	2013-2015
<b>Certified Nursing Assistant</b>	GoldenLiving Care Center	2012-2012
<b>Personal Care Assistant</b>	Private care for Kelly Olson	2010-2011
<b>Certified Nursing Assistant</b>	Golden Valley Rhab Center	2010-2011
<b>Personal Care Assistant</b>	Hearts To Home Care	2008-2009
<b>Lead Teacher/ Assistant Center Director</b>	Through The Eyes Of A Child Care	2006-2009

## Education

Everest Institute	Eagan, MN
<b>Medical Assistant</b>	2011
Everest Institute	Eagan, MN
<b>HIPPA, OSHA, CPR</b>	2010
Comfort Services	Minneapolis, MN
<b>Certified Nursing Assistant</b>	2010
The Early Education Station	Milwaukee, WI
<b>Center Administration</b>	2004
The 4C's Of Greater	Milwaukee, WI
<b>Infant &amp; Toddler Care, Teacher Ass, Lead Teacher</b>	2001-2002

Applicant Name: Shawnta Williams

Date: 8/21/15

Interviewer: Taylor

1. How did you hear about Corporate Management Group? Ad? Referral?

Kadeija Harps & Monique Banks

2. Is that a mobile / Cell phone or lan line? Do you accept text messages?

How about email?

cellphone - texts

3. (+/-) What are your pay expectations? ( Make sure to explain our pay structure )

\$9 okay

4. (+/-) What shift(s) do you prefer to work?

Night or days - sleeping

5. (+/-) Are you available to work weekends?

yes

6. (+/-) How do you plan to get to and from work?

car

7. (+/-) Tell me about what you did at ( Pick a previous position listed on application )?

Not currently employed

• Why did you leave that position?

Family issues

• If relevant - Why were you terminated?

8. (+/-) Have you ever made a mistake while at work?

yes

How did you handle it?

paperwork in daycare / went to owner to fix

9. (+/-) Has there been a time when there wasn't any or enough work to do at one of your previous positions?

yes

What did you do?

chanting / re-stocking / keeping busy

10. (+/-) Do you currently have any limitations or restrictions that we should be aware when considering you for a position? If so, What? ( It does not eliminate them from opportunity we want to make the right match ) N/A

11. Preparation 10/10

12. Comprehension 10/10