

CORPORATE MANAGEMENT GROUP



Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri
 Office Number: 507-923-4955
 Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

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) Anderson, Tonyh Date: 4-29-19

Address: (Street Address) 1129 Scenic View Pt. (Apt. /Unit #) _____

(City) Rushford (State) MN (ZIP Code) 55971

Phone: 507-450-9571 Email: tkanderson1972@yahoo.com

Social Security No. 393-90-4933 Date Available: 5/6/19

Position Applied for: Pet Food Production Desired Salary: 15.00

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? Internet 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				
College				
Bus. Or Trade School				
Professional School				

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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.

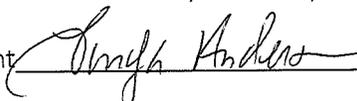
I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission 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: 4-29-19

Tonya Anderson

Rushford, MN 55971

jonanderson79_wes@indeedemail.com

(507) 450-9571

Successful administrative/professional career in a fast-paced environment.

Work Experience

Head of Client Services/Warehouse Manager

Ridge Road Outdoors - Rushford, MN

January 2016 to April 2019

Working for a small company roles were always changing. I started in sales and then moved into a shipping/data entry position and then E-Commerce was the main focus. In the end I was Head of Client Services and making sure clients and customers were happy as well as being the Warehouse Manager and making sure shipping and receiving ran smoothly.

Medical Receptionist

Mayo Clinic Health System Franciscan Healthcare - La Crosse, WI

April 2013 to October 2015

Communicate and interact appropriately with people of all ages, abilities and cultures. Accurately gather demographic and insurance information from patients to meet the needs of the department. Schedule clinical appointments and maintains department schedules. Assist with clinical department needs as necessary. Answer multi-line telephone. Willingly perform other work related duties as assigned.

Sales Assistant/Receptionist

Winona Radio - Winona, MN

May 2007 to April 2013

Provide organizational, creative and clerical support for the sales manager and salespersons and coordinate with other departments to provide a quality product for customers. Plan numerous shows and promotions throughout the year including, creating a 36-page color magazine for our Bridal Show. Front desk responsibilities include: customer service, cash transactions, and multi-line telephone.

Scheduler/Receptionist/Health Unit Coordinator

Winona Health - Winona, MN

March 2004 to March 2007

Prepared monthly and daily schedules for 150+ nursing staff; and kept accurate attendance records. Performed administrative work appropriate for resident care. Welcomed patients, gathered information, and registered them to be seen. Co-pay collection and daily balancing. Mail collection and distribution.

Medical Administrative Secretary

Mayo Clinic - Rochester, MN

August 1997 to March 2004

Prepared grants, manuscripts, and abstracts and assisted in their submission. Ordered supplies. Transcribed patients visit. Answered the telephone and represented the company in a professional and business-like manner. Helped plan and organize departmental functions. Assisted in travel arrangements.

Education

Mayo Medical Secretary Training Program

Rochester Community and Technical College - Rochester, MN

1997 to 1997

Associate in Medical Administrative Secretary

Winona Technical College - Winona, MN

1993 to 1994

Elementary Education

Winona State University - Winona, MN

1990 to 1992

High school or equivalent in General

Waunakee High School - Waunakee, WI

1986 to 1990

Skills

Excel, Scheduling, Outlook, Filing, Customer Service, Shipping And Receiving, Microsoft Office, Data Entry, Typing, Time Management, Strong Attention to Detail, Marketing, Sales, Administrative Assistant, Word, MS Office

Julie's Race

The dogsled race was about to begin. Julie's team of dogs was lined up at the starting gate. Julie stood behind them. The air was so cold that she could see her breath. Other teams were lined up, too, and the dogs were excited. Julie kept her eyes on the dock. At exactly ten o'clock, she and the other racers yelled, "Mush!" the dogs knew that meant "Go!" They leapt forward and the race began!

Julie had trained months for this race, and she hoped she and her dogs would win. Hour after hour, day after day, Julie's dogs pulled the sled in order to get in shape for the race.

Now, they ran over snowy hills and down into frozen valleys. They stopped only to rest and eat. They wanted to stay ahead of the other teams. The racers had to go a thousand miles across Alaska. Alaska is one of the coldest places on Earth. The dogs' thick fur coats helped keep them warm in the cold wind and weather. In many places along the route, the snow was deep. Pieces of ice were as sharp as a knife. The ice could cut the dogs' feet. To keep that from happening, Julie had put special booties on their feet.

At first, the dogs seemed to pull the sled very slowly. They were still getting used to the race. But on the third day out, they began to pull more quickly. They worked as a team and passed many of the other racers. Once one of the sled's runners slid into a hole and broke. Julie could have given up then, but she didn't. She fixed it and they kept going.

When they finally reached the finish line, they found out that they had come in first place! It was a great day for Julie and her dogs.

1. The author of "Julie's Race" wrote the story in order to do what?
 - a. To describe how dogs stay warm in the cold weather
 - b. To tell about a dogsled race
 - c. To explain how cold it can be in winter
2. Where does the dogsled race take place?
 - a. In Antarctica
 - b. On a track
 - c. In Alaska
3. What happened **BEFORE** the dogs began running?
 - a. The dogs pulled the sled slowly
 - b. Julie and the dogs lined up at the starting gate
 - c. The runner on Julie's sled broke
4. Julie's team of dogs lined up at the starting gate. What does team mean?
 - a. Friends and family
 - b. Many dogs *her team*
 - c. A group working together