



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017111144726DD**

Report Prepared: 04/21/2017

**Company Information**

Company ID: 47429

Company Name: Employer Solutions Staffing Group

**Employee Information**

Last Name: Torres

First Name: Marcelina

Date of Birth: 04/28/1978

Social Security Number: \*\*\* \*\* 1930

Hire Date: 04/21/2017

Citizenship Status: An alien authorized to work

**Document Information**

List A Document: Employment Authorization Document (Form I-766)

Alien Number: 206582570

Card Number: EAC1419050244

Document Expiration Date: 02/14/2019

**Case Status Information**

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 04/21/2017

Case Submitted By: GLEN7602

SENSITIVE BUT UNCLASSIFIED



# New Hire Application

Personal Data-- **PLEASE PRINT LEGIBLY IN INK**

Last Name TORRES First Name Marcelina Middle Initial MT  
 Street Address 5710 Bossen Terr Apt/Ste 8  
 City/State/Zip Minneapolis MN 55417 Social Security Last Four XXX-XX-  
 Phone Number 612-242-9464 Email Address \_\_\_\_\_ @ \_\_\_\_\_  
 Staffing Agency/Recruitment Partner \_\_\_\_\_

**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 (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.

Marcelina Torres  
Name (Print or type)

[Signature]  
Applicant's Signature

04-24-17  
Date

A copy or facsimile ("fax") will be considered the same as an original signature. Email will ONLY be used for employment correspondence

| For ESSG Office Use Only        |                                  |                             |                                                 |                          |
|---------------------------------|----------------------------------|-----------------------------|-------------------------------------------------|--------------------------|
| DOH _____                       | NHW _____                        | I-9 _____                   | 8850 _____                                      | W4 _____                 |
| Emergency Contact Info<br>_____ | Background Release Form<br>_____ | Background Results<br>_____ | Unemployment Letter<br>(If applicable)<br>_____ | ESC Application<br>_____ |
| For ESSG Client Use             |                                  |                             |                                                 |                          |
| DOH _____                       | ROP _____                        | Work Site Loc. _____        |                                                 | WC Code _____            |

# Form W-4 (2017)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**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 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can 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. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**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. 505 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. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or 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. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

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

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |       |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------|
| A | Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | A | _____ |
| B | Enter "1" if: <ul style="list-style-type: none"><li>• You're single and have only one job; or</li><li>• You're married, have only one job, and your spouse doesn't work; or</li><li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li></ul> . . . . .                                                                                                                                                                                                                                                       | B | _____ |
| C | Enter "1" for your <b>spouse</b> . 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 <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .                                                                                                                                                                                                                                                                                                                                                                                                                                              | D | _____ |
| E | Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .                                                                                                                                                                                                                                                                                                                                                                                                                       | E | _____ |
| F | Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .                                                                                                                                                                                                                                                                                                                                                                                                                                | F | _____ |
| G | <b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"><li>• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then <b>less "1"</b> if you have two to four eligible children or <b>less "2"</b> if you have five or more eligible children.</li><li>• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child.</li></ul> | G | _____ |
| H | Add lines A through G and enter total here. ( <b>Note:</b> 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 are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 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.

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                     |  |                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Form W-4</b><br>Department of the Treasury<br>Internal Revenue Service                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <b>Employee's Withholding Allowance Certificate</b> |  | OMB No. 1545-0074<br><b>2017</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.                                                                                                                                                                                                                                                                                                        |  |                                                     |  |                                                                                                                                                                                                                                                                  |  |
| 1 Your first name and middle initial<br><b>Marcelina</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Last name<br><b>Torres</b>                          |  | 2 Your social security number                                                                                                                                                                                                                                    |  |
| Home address (number and street or rural route)<br><b>5710 Bossen Terrace apt 8</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                     |  | 3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate.<br><b>Note:</b> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. |  |
| City or town, state, and ZIP code<br><b>Minneapolis MN 55417</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                     |  | 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 <b>1</b>                                                                                                                                                                                                                                                       |  |
| 6 Additional amount, if any, you want withheld from each paycheck                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                     |  | 6 \$                                                                                                                                                                                                                                                             |  |
| 7 I claim exemption from withholding for 2017, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"><li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b></li><li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li></ul> If you meet both conditions, write "Exempt" here . . . . . |  |                                                     |  | 7 <b>1</b>                                                                                                                                                                                                                                                       |  |
| 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<br>(This form is not valid unless you sign it.) ► <b>[Signature]</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                     |  |                                                                                                                                                                                                                                                                  |  |
| 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)                                                                                                                                                                                                                          |  |

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form W-4 (2017)



Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9

OMB No. 1615-0047  
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

|                                                          |                                                |                                          |                           |                |                                                |                       |
|----------------------------------------------------------|------------------------------------------------|------------------------------------------|---------------------------|----------------|------------------------------------------------|-----------------------|
| Last Name (Family Name) <u>TORRES</u>                    |                                                | First Name (Given Name) <u>Marcelina</u> |                           | Middle Initial | Other Last Names Used (if any)                 |                       |
| Address (Street Number and Name) <u>5710 Bossen Terr</u> |                                                | Apt. Number <u>8</u>                     | City or Town              |                | State <u>MN</u>                                | ZIP Code <u>55417</u> |
| Date of Birth (mm/dd/yyyy) <u>04-26-78</u>               | U.S. Social Security Number <u>488-33-1930</u> |                                          | Employee's E-mail Address |                | Employee's Telephone Number <u>612-242-946</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 boxes):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (See instructions)
- ☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number):
- ☒ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 02-14-19  
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: 206582510
- OR
2. Form I-94 Admission Number: \_\_\_\_\_
- OR
3. Foreign Passport Number: \_\_\_\_\_
- Country of Issuance: \_\_\_\_\_

QR Code - Section 1  
Do Not Write In This Space

Signature of Employee [Signature]

Today's Date (mm/dd/yyyy) 04-21-17

**Preparer and/or Translator Certification (check one):**

- ☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

|                                     |  |                           |                |
|-------------------------------------|--|---------------------------|----------------|
| Signature of Preparer or Translator |  | Today's Date (mm/dd/yyyy) |                |
| Last Name (Family Name)             |  | First Name (Given Name)   |                |
| Address (Street Number and Name)    |  | City or Town              | State ZIP Code |



Employer Completes Next Page





Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

**Section 2 Employer or Authorized Representative Review and Verification**  
(Employer or authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment or the date of document review.)

|                                     |  |                                                |                                             |                    |                                                    |
|-------------------------------------|--|------------------------------------------------|---------------------------------------------|--------------------|----------------------------------------------------|
| <b>Employee Info from Section 1</b> |  | <b>Last Name (Family Name)</b><br>Torres Ramos | <b>First Name (Given Name)</b><br>Marcelina | <b>M.I.</b><br>N/A | <b>Citizenship/Immigration Status</b><br>Not Alien |
|-------------------------------------|--|------------------------------------------------|---------------------------------------------|--------------------|----------------------------------------------------|

| List A<br>Identity and Employment Authorization            |                                                                    | OR | List B<br>Identity                           | AND | List C<br>Employment Authorization           |
|------------------------------------------------------------|--------------------------------------------------------------------|----|----------------------------------------------|-----|----------------------------------------------|
| <b>Document Title</b><br>Employment Authorization Card     | <b>Document Title</b>                                              |    | <b>Document Title</b>                        |     | <b>Document Title</b>                        |
| <b>Issuing Authority</b><br>USCIS                          | <b>Issuing Authority</b>                                           |    | <b>Issuing Authority</b>                     |     | <b>Issuing Authority</b>                     |
| <b>Document Number</b><br>EAC1419050244                    | <b>Document Number</b>                                             |    | <b>Document Number</b>                       |     | <b>Document Number</b>                       |
| <b>Expiration Date (if any) (mm/dd/yyyy)</b><br>02/14/2019 | <b>Expiration Date (if any) (mm/dd/yyyy)</b>                       |    | <b>Expiration Date (if any) (mm/dd/yyyy)</b> |     | <b>Expiration Date (if any) (mm/dd/yyyy)</b> |
| <b>Document Title</b>                                      | <b>Additional Information</b>                                      |    |                                              |     |                                              |
| <b>Issuing Authority</b>                                   |                                                                    |    |                                              |     |                                              |
| <b>Document Number</b>                                     |                                                                    |    |                                              |     |                                              |
| <b>Expiration Date (if any) (mm/dd/yyyy)</b>               |                                                                    |    |                                              |     |                                              |
| <b>Document Title</b>                                      | <b>QR Code - Sections 2 &amp; 3<br/>Do Not Write In This Space</b> |    |                                              |     |                                              |
| <b>Issuing Authority</b>                                   |                                                                    |    |                                              |     |                                              |
| <b>Document Number</b>                                     |                                                                    |    |                                              |     |                                              |
| <b>Expiration Date (if any) (mm/dd/yyyy)</b>               |                                                                    |    |                                              |     |                                              |

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 4/21/17 (See instructions for exemptions)

|                                                                                                                  |                                                                        |                                             |                                                                                          |                    |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------|--------------------|
| <b>Signature of Employer or Authorized Representative</b><br>                                                    |                                                                        | <b>Today's Date (mm/dd/yyyy)</b><br>4/21/17 | <b>Title of Employer or Authorized Representative</b><br>Administrative Assistant        |                    |
| <b>Last Name of Employer or Authorized Representative</b><br>Lenz                                                | <b>First Name of Employer or Authorized Representative</b><br>Garrison |                                             | <b>Employer's Business or Organization Name</b><br>EMPLOYER SOLUTIONS STAFFING GROUP LLC |                    |
| <b>Employer's Business or Organization Address (Street Number and Name)</b><br>7480 FLYING CLOUD DRIVE SUITE 200 |                                                                        |                                             | <b>City or Town</b><br>MINNEAPOLIS                                                       | <b>State</b><br>MN |
|                                                                                                                  |                                                                        |                                             | <b>ZIP Code</b><br>55344                                                                 |                    |

**Section 3 Reverification and Rehire** (If completed and signed by employer or authorized representative)

|                                    |                                |                       |                                          |
|------------------------------------|--------------------------------|-----------------------|------------------------------------------|
| <b>A: New Name (if applicable)</b> |                                |                       | <b>B: Date of Rehire (if applicable)</b> |
| <b>Last Name (Family Name)</b>     | <b>First Name (Given Name)</b> | <b>Middle Initial</b> | <b>Date (mm/dd/yyyy)</b>                 |

**C: If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below:**

|                       |                        |                                              |
|-----------------------|------------------------|----------------------------------------------|
| <b>Document Title</b> | <b>Document Number</b> | <b>Expiration Date (if any) (mm/dd/yyyy)</b> |
|-----------------------|------------------------|----------------------------------------------|

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized 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.

|                                                           |                                  |                                                      |
|-----------------------------------------------------------|----------------------------------|------------------------------------------------------|
| <b>Signature of Employer or Authorized Representative</b> | <b>Today's Date (mm/dd/yyyy)</b> | <b>Name of Employer or Authorized Representative</b> |
|-----------------------------------------------------------|----------------------------------|------------------------------------------------------|

UNITED STATES OF AMERICA EMPLOYMENT AUTHORIZATION CARD

**TORRES RAMOS**  
Surnames  
**TORRES RAMOS**  
Given Name  
**MARCELINA**  
MISCIS#  
**208-582-570 C14** Category Card#  
**EAC1419050244**  
Country of Birth  
**Mexico**  
Terms and Conditions  
**None**  
Date of Birth  
**26 APR 1978** Sex  
**F**  
Valid From  
**02/15/17**  
Card Expires  
**02/14/19**  
**NOT VALID FOR REENTRY TO U.S.**


29438126



**U.S. Citizenship  
and Immigration  
Services**

This card is not evidence of U.S. citizenship or permanent residence.  
This document is void if altered, and may be revoked by the U.S. Government.  
The person identified is authorized to work in the U.S. for the validity of this card.

FORM I-766 Rev. (10-2014)

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If found, drop in any US Mailbox. USPS: Mail to USCIS, PO Box 82521, Lincoln, NE 68601-2521

IAUSA2065825707EAC1419050244<<  
7804263F1902145MEX<<<<<<<<<<<<<4  
TORRES<RAMOS<<MARCELINA<<<<<<<<

## EMERGENCY CONTACT INFORMATION

EMPLOYER SOLUTIONS STAFFING GROUP  
IN CASE OF AN EMERGENCY - NOTIFICATION INFORMATION

Employee Name: Marcelina Torres Ramos  
Address: 5710 Bossen Terrace apt 8 Minneapolis MN 55417  
Home Phone: 612-242-9464

| EMERGENCY CONTACTS                                                                        |                                                                       |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Please list two people (in priority order) who could be contacted in case of an emergency |                                                                       |
| <b>Contact #1</b><br><br>Name: <u>Jesus Reyes</u><br><br>Relationship: <u>husband</u>     | Home Phone: <u>612-217-3665</u><br><br>Cell Phone:<br><br>Work Phone: |
| <b>Contact #2</b><br><br>Name: <u>JESUS TORRES</u><br><br>Relationship: <u>son</u>        | Home Phone: <u>612-352-0389</u><br><br>Cell Phone:<br><br>Work Phone: |

Additional information you want Employer Solutions Staffing Group and our clients to know in the event of an emergency:

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# employer solutions staffing group<sup>LLC</sup>

Leveraging Resources in a Changing Market

## Wage Payment Method Authorization (Minnesota)

Employees have the option of receiving wages by Direct Deposit and/or Payroll Debit Card.

If you do not provide a written election, wages will be paid by paper Check.

### SECTION 1 BASIC INFORMATION

|                                                |                      |                                   |
|------------------------------------------------|----------------------|-----------------------------------|
| Employee Name<br><b>Marcelina Torres Remos</b> | SSN# (last 4 digits) | Effective Date<br><b>04-24-17</b> |
|------------------------------------------------|----------------------|-----------------------------------|

### SECTION 2 PAYROLL ELECTION

|                                                                                                                                                                    |                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Direct Deposit</b> (Please complete Sections 3 and 5 below) <i>Note: Direct Deposit accounts may take up to 7 days to be activated</i> | <input checked="" type="checkbox"/> <b>Paper Check</b> (Please complete Section 5 below) |
| <input type="checkbox"/> <b>Payroll Debit Card</b> (Please complete Sections 4 and 5 below)                                                                        |                                                                                          |

### SECTION 3 DIRECT DEPOSIT

|         |                                                                                                                       |                                                                                                                                                                                                                                                                         |
|---------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACCOUNT | <input type="checkbox"/> Update Bank Account                                                                          | <p><b>I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs incurred if the account number that I provide is incorrect.</b></p> <p>Initial _____ Date _____</p> |
|         | Bank Name:                                                                                                            |                                                                                                                                                                                                                                                                         |
|         | Routing#                                                                                                              |                                                                                                                                                                                                                                                                         |
|         | Account#                                                                                                              |                                                                                                                                                                                                                                                                         |
|         | Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____ |                                                                                                                                                                                                                                                                         |

- To help us avoid making an error, please attach a copy of a voided check. (a deposit slip will not work)
- If you change banks, do not close your old bank account until your direct deposit has started at the new bank, which may take 2 pay periods.

### SECTION 4 PAYROLL DEBIT CARD (GLOBAL CASH CARD)

Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. In order to request a Payroll Debit Card for you, we must provide all of the following information that will enable the financial institution to identify you. If you do not submit a Direct Deposit/Payroll Debit Card Authorization, ESSG will provide the necessary information and issue you a Payroll Debit Card to pay your wages. For your protection, the financial institution may ask you to provide them additional identification information so they can verify your identity.

Except for the routing and account number, ESSG does not have access to any information regarding your Payroll Debit Card account or transactions. On your first payday, you will receive your new Payroll Debit Card, and a packet containing all of the terms and conditions. You will then sign acknowledging that you received the Payroll Debit Card and packet. Your Payroll Debit Card will be reloaded on each payday you receive wages.

#### CARDHOLDER INFORMATION (as you want your Payroll Debit Card to be issued)

|                                        |       |           |                     |
|----------------------------------------|-------|-----------|---------------------|
| First Name                             | M.I.  | Last Name | Date of Birth       |
| Street Address (PO BOX NOT ACCEPTABLE) |       |           | Social Security#    |
| City                                   | State | Zip       | Cell Phone (mobile) |

#### RECEIPT OF PAYROLL DEBIT CARD (to be completed when you pick up your Payroll Debit Card)

|                                                  |                              |
|--------------------------------------------------|------------------------------|
| Payroll Debit Card Routing #<br><b>073972181</b> | Payroll Debit Card Account # |
|--------------------------------------------------|------------------------------|

I have received my Payroll Debit Card, welcome brochure, program fees, program terms, conditions, and disclosures. By activating my Payroll Debit Card, I am agreeing to the program terms, conditions, and disclosures that are included or made available to me from time to time from the financial institution. I authorize the financial institution to debit my Payroll Debit Card account for the fees described in the fee schedule that is part of the program terms, conditions, and disclosures.

Employee's Signature: \_\_\_\_\_

Date: **04-24-17**

### SECTION 5 AUTHORIZATION

I authorize ESSG to directly deposit my periodic wages/compensation payments, net of required tax withholdings, other required withholdings or authorized deductions, into my account(s) as designated above and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s).

**\* E-mail is required for pay stub information.**

**\*E-mail:** \_\_\_\_\_

@

this information will only be used to send your paystubs electronically

Employee's Signature: \_\_\_\_\_

Date: **04-24-17**

## Authorization

**Authorization:** By signing below, you authorize: (a) backgroundchecks.com ("BGC") and/or Orange Tree Employment Screening to request information about you from any public or private information source; (b) anyone to provide information about you to BGC and/or Orange Tree Employment Screening; (c) BGC and/or Orange Tree Employment Screening to provide Employer Solutions Staffing Group, LLC one or more reports based on that information; and (d) Employer Solutions Staffing Group, LLC ("ESSG") to share those reports with others for legitimate business purposes related to your employment. BGC and/or Orange Tree Employment Screening may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources. You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an employee of ESSG.

The Consumer Financial Protection Bureau's "Summary of Your Rights under the Fair Credit Reporting Act" is attached to this authorization. If you are a New York applicant, a copy of New York's law on the use of criminal records is attached. By signing below, you acknowledge receipt of these documents.

**Personal Information:** Please print the information requested below to identify yourself for BGC.

Printed name: Marcellina Torres  
First Middle ( ☐ none ) Last

Other names used: \_\_\_\_\_

Current county of residence: \_\_\_\_\_

Current and former addresses:

|            |                                            |                                       |                      |
|------------|--------------------------------------------|---------------------------------------|----------------------|
| from Mo/Yr | current <sup>JUN NOW</sup> <del>2015</del> | 5710 Bossen Terr Minneapolis MN 55417 |                      |
|            | to Mo/Yr                                   | Street                                | City, State & Zip    |
| JUN 2011   | 2015 JUN                                   | 3444 cedar ax                         | Minneapolis MN 55407 |
| from Mo/Yr | to Mo/Yr                                   | Street                                | City, State & Zip    |
| JUN 2009   | JUN 2011                                   | cedar ax Minneapolis                  | 55407                |
| from Mo/Yr | to Mo/Yr                                   | Street                                | City, State & Zip    |

Some government agencies and other information sources require the following information when checking for records. BGC will not use it for any other purposes.

04-26-78 488-33-1930  
Date of birth Social security number

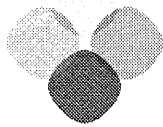
Driver's license number & state \_\_\_\_\_

Name as it appears on license \_\_\_\_\_

**Report Copy:** If you are applying for a job or live in California, Minnesota, or Oklahoma, you may request a copy of the report by checking this box: ☐.

Signature [Signature]

Date 04-21-17



# employer solutions staffing group LLC

Leveraging Resources in a Changing Market

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## STATEMENT OF CONFIDENTIALITY

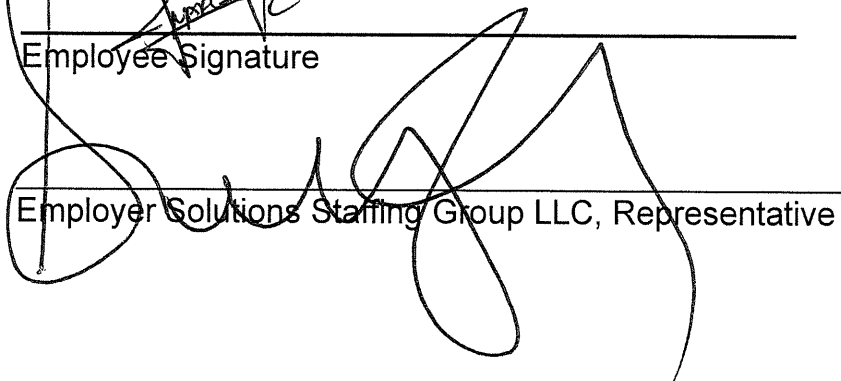
This agreement made this 24 day of april, 2017, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and \_\_\_\_\_ hereafter referred to as "employee".

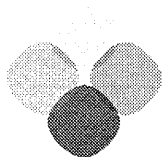
### **WITNESSETH:**

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 which 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



employer solutions staffing group<sup>llc</sup>

Leveraging Resources in a Changing Market

## Important/Importante

### LOST OR STOLEN PAYCHECKS

If a paycheck is **lost** (*missing, misplaced, destroyed, lost in the mail, etc.*), you must notify your staffing recruiter that the check cannot be found. If it can be verified that the check has not been cashed, ESSG will stop payment on the check and re-issue the check to you, deducting a fee of between \$25-\$35.

If your paycheck was **stolen**, you must first file a police report before we can re-issue the check. Once you have done so, you must provide a copy of the police report to your staffing recruiter that the check was stolen. If the check has not been cashed and if the loss of the check was not your fault, ESSG will issue a new check and no fee will be deducted.

### CHEQUES DE PAGO PERDIDOS O ROBADOS

Si un cheque de pago se pierde (que falta, fuera de lugar, destruido, perdido en el correo, etc), usted debe notificar a su reclutador de personal que el cheque no se puede encontrar. Si se puede verificar que el cheque no ha sido cobrado, ESSG se defenderá el cheque de pago y reemitir el cheque a usted, descontando un cargo de entre \$ 25 - \$ 35.

Si su cheque de pago fue robado, primero debe denunciar el robo a la policía antes de que podamos volver a emitir el cheque. Una vez hecho esto, usted debe proporcionar una copia de la denuncia a su reclutador de personal que el cheque fue robado. Si el cheque no ha sido cobrado y si la pérdida del cheque no fue su culpa, ESSG emitirá un nuevo cheque y no hay cuota se deducirá.

AGREED/SE ACUERDA—

Name/Nombre (con letra de molde):

Marcelina Torres Ramirez

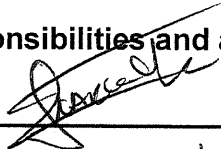
Signature/Firma:

Maintain regular, weekly, communication with your employer if you are unable to return to work. Contact your employer a minimum of after every visit with your primary health care provider. Keep the claims representative advised of your status.

Notify your employer immediately of any new injuries or conditions that impact your physical condition.

If it is necessary to miss scheduled work due to a work injury, you must be seen by your primary health care provider the same day in order to receive compensation for the time away from work. The physician must complete a Report of Workability.

**I have read my responsibilities and agree to abide by these guidelines.**

Signed:  \_\_\_\_\_

Printed Name: Marcelina Torres Ramos

**Pre-Screening Notice and Certification Request for  
the Work Opportunity Credit**

OMB No. 1545-1500

► Information about Form 8850 and its separate instructions is at [www.irs.gov/form8850](http://www.irs.gov/form8850).

**Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.**

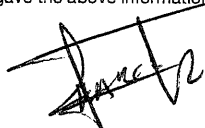
Your name Marcadina Torres Remes Social security number ► \_\_\_\_\_  
Street address where you live 5710 Bossen Terrace apt 8  
City or town, state, and ZIP code Minneapolis MN 55417  
County Hennepin Telephone number 612-242-9464  
If you are under age 40, enter your date of birth (month, day, year) 04-26-78

- 1 ☐ Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- 2 ☐ Check here if **any** of the following statements apply to you.
- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
  - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
  - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
  - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
    - a. Received SNAP benefits (food stamps) for the past 6 months; **or**
    - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
  - During the past year, I was convicted of a felony or released from prison for a felony.
  - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
  - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
- 3 ☐ Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 4 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
- 5 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 6 ☐ Check here if you are a member of a family that:
- Received TANF payments for at least the past 18 months; **or**
  - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; **or**
  - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.
- 7 ☐ Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

**Signature—All Applicants Must Sign**

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ►



Date 04-24-17

**Qualified Long-Term Unemployment Recipient**

ADDENDUM TO: IRS Form 8850 Pre-Screening Notice and Certification Request for the Work Opportunity Tax Credit

|                                            |                                        |             |
|--------------------------------------------|----------------------------------------|-------------|
| <b>Client:</b><br>Employer Solutions Group | <b>Company:</b>                        |             |
| <b>Location:</b>                           | <b>Employee Name:</b> Marcelina Torres | <b>SS#:</b> |

**EMPLOYEE:**

Please check the statement(s) that apply to you and sign where indicated below.

☐ I have been unemployed at any time during the last 12 months.

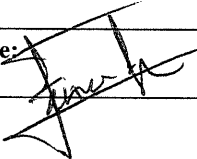
If applicable, dates of unemployment - From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ I received unemployment compensation during my unemployment.

If applicable, dates you received compensation - From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please read, sign, and date:**

Under penalties of perjury, I declare that this information is true and correct to the best of my knowledge.

|                                                                                                                |                       |
|----------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Employee Signature:</b>  | <b>Date:</b> 04-24-17 |
|----------------------------------------------------------------------------------------------------------------|-----------------------|

**RetroTax**<sup>®</sup>  
3730 Washington Blvd.  
Indianapolis, IN 46205  
317-925-0553  
wotc@retrotax-aci.com  
www.retrotax-aci.com

**EMPLOYER SECTION:**

|                                            |                  |                          |
|--------------------------------------------|------------------|--------------------------|
| <b>Client:</b><br>Employer Solutions Group | <b>Company:</b>  |                          |
| <b>Location:</b>                           | <b>Position:</b> | <b>Starting Wage: \$</b> |

**EMPLOYEE SECTION:**

|                                                 |                                                      |                                      |                                                                                                                        |
|-------------------------------------------------|------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Employee Name:</b><br>Marcidina Torres Ramos | <b>Street Address:</b><br>5710 Bossen Terrace #8 apt | <b>City/State:</b><br>Minneapolis MN | <b>Zip:</b><br>55417                                                                                                   |
| <b>SS#:</b><br>- -                              | <b>Date of Birth:</b><br>04/26/78                    | <b>Age:</b><br>39                    | <b>Have you worked for this company before?</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>If yes, location:</b>                        |                                                      |                                      |                                                                                                                        |

Please complete all questions, and sign and date the form.

Yes No

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>1. Have you or has anyone living with you received Temporary Assistance to Needy Families (TANF) at any time since August 5, 1997?</b> (If yes, please provide information below.)<br>Name of the person receiving benefits: _____ Relationship to you: _____<br>City: _____ County: _____ State: _____                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. Have you or has anyone living with you received Food Stamps (SNAP) at any time during the past 15 months?</b> (If yes, please provide information below.)<br>Name of the person receiving benefits: _____ Relationship to you: _____<br>City: _____ County: _____ State: _____                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. Have you received Supplemental Security Income (SSI) at any time within the past 3 months?</b><br>Please note, this is not the same as Social Security benefits (SS) or Social Security Disability (SSDI) benefits.<br><i>*If you checked yes please provide a copy of your SSI documentation.</i>                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4. Have you received any type of vocational rehabilitation services within the past two years?</b><br>If yes, please indicate which type of agency you worked with and provide their location information below:<br><input type="checkbox"/> Vocational Rehabilitation Agency <input type="checkbox"/> Dept. of Veterans Affairs <input type="checkbox"/> Employment Network (Ticket to Work Program)<br>Name of Agency: _____ Phone #: _____<br>City: _____ County: _____ State: _____<br><i>*If you checked yes please provide a copy of your active Individual Work Plan and Ticket to Work documentation.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5. Are you a Veteran of the U.S. Military?</b> <i>*If yes, please provide a copy of your DD-214 and letter of separation.</i><br>(If yes, please provide information below. If no, please continue to question #6.)<br>Dates of Service - From: ____/____/____ To: ____/____/____<br>Branch of Service: _____<br><b>Are you entitled to or are you receiving compensation for a service-connected disability?</b>                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6. Have you been unemployed at any time during the last 12 months?</b><br>If yes, dates of unemployment - From: ____/____/____ To: ____/____/____<br><b>Did you receive unemployment compensation at any point during your unemployment?</b><br>If yes, dates received unemployment compensation - From: ____/____/____ To: ____/____/____                                                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7. Have you been convicted of a felony or released from prison for a felony conviction in the past 12 months?</b><br>Conviction Date: ____/____/____ Release Date: ____/____/____<br>Was this a <input type="checkbox"/> Federal or <input type="checkbox"/> State conviction? If State - County: _____ State: _____                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Additional Tax Credits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                          |
| <b>IEC (Native American):</b> Are you or your spouse a member of a Native American Tribe?<br><i>*If you checked yes please provide a copy of your CDIB card.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>CA Residents:</b> <input type="checkbox"/> Are you the child of foster parents? <input type="checkbox"/> Do you receive CalWorks? <input type="checkbox"/> Workforce Investment Act?<br><input type="checkbox"/> Are you a migrant or seasonal farm worker? <input type="checkbox"/> Have you ever been convicted of a misdemeanor?                                                                                                                                                                                                                                                                               |                          |                          |
| <b>SC Residents:</b> <input type="checkbox"/> Do you receive Family Independence Benefits?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                          |

**PLEASE READ, SIGN, AND DATE:**

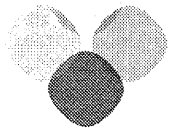
Under penalties of perjury, I declare the information above to be true and accurate to the best of my knowledge, and I hereby authorize any agency, organization, or individuals to supply such verification or information that may be needed to determine tax credit eligibility to my employer, employer representative (Associated Consultants, Inc. dba Retrotax), or the Department of Labor.

New Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

04-24-17





# employer solutions staffing group LLC

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## **Notification of Minnesota Law Requirement – Unemployment Acknowledgement**

*According to Minnesota Statute section 268.095, subdivision 2, paragraph (d), an applicant who, within five calendar days after completion of a suitable job assignment from a staffing service, (1) fails without good cause to affirmatively request an additional suitable job assignment, (2) refuses without good cause an additional suitable job assignment offered, or (3) accepts employment with the client of the staffing service, is considered to have quit employment.*

It is your responsibility to contact ESSG (for instance, by calling 952.277.5227 or using any other form of contact) for additional assignments. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact ESSG within 5 calendar days once an assignment ends. I also acknowledge that I have received a separate copy of this form. MTR (Initial)

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

Marcelina Torres Ramos

Employee (please print your name here)

Date: \_\_\_\_\_

04-24-17

**Acknowledgement of Receipt Antiharassment Policy**

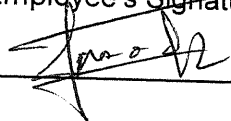
I certify that I have received a copy of Employer Solutions Staffing Group's Antiharassment Policy. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions I may have about this policy. I agree to comply with ESSG's policy on Antiharassment and understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am involved in any employment dispute or I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, marital, sexual orientation or veteran status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact my supervisor, manager, director or ESSG's Human Resource Department at **952.835.1288/1.866.496.7573** in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

Marcadina Torres Ramos

Employee's Signature:

 Date: 04-24-17

## RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

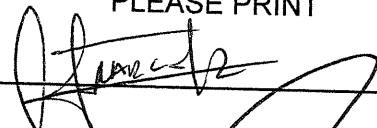
I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

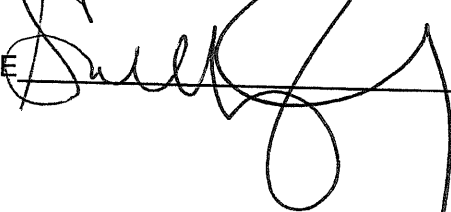
I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE 04-24-17

EMPLOYEE  
NAME Marcelina Torres Ramos  
PLEASE PRINT

EMPLOYEE  
SIGNATURE 

ESSG  
REPRESENTATIVE 



## ACKNOWLEDGMENT

The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
3. I agree to **notify** my ESSG Consultant **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
4. I am responsible for the information provided herein and will, upon my separation, return this handbook to my ESSG Consultant.

Date:

04-24-17

Associate's Signature:

Associate's Printed Name:

Marcelina Torres Ramos

Orientation provided by:

**DRUG AND ALCOHOL  
TESTING CONSENT FORM**

1. I have been allowed to read and inspect a written copy of ESSG policy on drugs and alcohol.
2. I have read the entire contents of this policy and I am aware and fully understand: (a) the policy and its contents; (b) what conduct the policy prohibits and the consequences of such conduct; (c) my rights under the policy and the consequences if I exercise certain rights; and (d) that certain events as described in the policy may result in adverse personnel action, including my termination from employment with ESSG. I understand that this policy in any form, and any employee handbook including this policy, are not a unilateral employment contract or offer thereof.
3. I hereby voluntarily consent to ESSG, or its health service providers, or other persons or entities acting for or with them, to collect a body component (blood, urine, breath, or any combination thereof) from me for testing for alcohol and/or drugs. I understand that the laboratory selected by ESSG may conduct testing and other analysis on the sample provided by me. I further voluntarily consent to the laboratory's disclosure to ESSG of the results of my drug and/or alcohol test and other information related to the test.

\* Marcelina Torres

Individual's Name

04-21-17

Date

**SIGN THIS VERSION OF CONSENT—SAME AS PAGE 6**

## Enhanced MEC Plan\_Plan 1

Benefits Enrollment Form ☒ New Employee ☐ Rehire Rehire Date \_\_\_\_\_

|                                                                                 |                                                                                                                              |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee Information</b>                                                     |                                                                                                                              |
| Name (First and Last)<br><b>Marcelina Torres Ramos</b>                          | Social Security Number                                                                                                       |
| Address<br><b>5710 Bossenterr apt #8</b>                                        | City<br><b>Minneapolis</b>                                                                                                   |
| State<br><b>MN</b>                                                              | Zip Code<br><b>55417</b>                                                                                                     |
| Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | Marital Status <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Divorced |
| Date of Birth<br><b>04-26-78</b>                                                | Date of Hire                                                                                                                 |
| Phone Number:<br><b>612-242-9464</b>                                            | Email Address:                                                                                                               |

### Please Select Desired Coverage:

☐ Employee Only - \$24.00/Week
 ☐ Employee+Spouse - \$38.00/Week
 ☐ Employee+Child(ren) - \$36.00/Week
 ☐ Family - \$63.00/Week

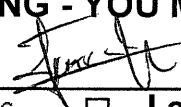
|                  |      |           |                                                               |                                                                                                          |
|------------------|------|-----------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Dependent</b> |      |           |                                                               |                                                                                                          |
| First Name       | M.I. | Last Name | Social Security #                                             | Birth Date                                                                                               |
|                  |      |           | Sex                                                           | Relationship                                                                                             |
|                  |      |           | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Domestic Partner |
| <b>Dependent</b> |      |           |                                                               |                                                                                                          |
| First Name       | M.I. | Last Name | Social Security #                                             | Birth Date                                                                                               |
|                  |      |           | Sex                                                           | Relationship                                                                                             |
|                  |      |           | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Domestic Partner |
| <b>Dependent</b> |      |           |                                                               |                                                                                                          |
| First Name       | M.I. | Last Name | Social Security #                                             | Birth Date                                                                                               |
|                  |      |           | Sex                                                           | Relationship                                                                                             |
|                  |      |           | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Domestic Partner |

### Other coverage information including Medicare/Medicaid

|                                       |           |
|---------------------------------------|-----------|
| NAME OF PERSON COVERED (FIRST, LAST): | EFF. DATE |
|                                       | EFF. DATE |
|                                       | EFF. DATE |

Employee Acknowledgement and Authorization - I hereby apply for the group benefit(s) as indicated. I acknowledge that all entries are true and complete and that any misstatements or failure to report information may be used as the basis for cancellation of coverage for me and my dependent(s), if any, from the original effective date. Further, I authorize my employer to make the necessary payroll deduction of premiums for coverages I have elected.

### IF ENROLLING - YOU MUST SIGN HERE

|                                                                                                        |                      |
|--------------------------------------------------------------------------------------------------------|----------------------|
| Employee Signature  | Date <b>04-24-17</b> |
| EMPLOYEES DECLINING <input type="checkbox"/> I am DECLINING coverage                                   |                      |

I understand that I and/or my dependents, if any, waive any coverage and desire to participate in the plan at a later date. I/we may be considered a late enrollee and must meet the requirements defined in the Certificate of Coverage for the company's medical or dental plans. If I decline enrollment for myself or my dependents (including my spouse) because of other coverage, I may, in future be able to enroll myself or my dependents in this plan, provided I request enrollment within 31 days after the other coverage ends. In addition, if a new dependent relationship forms as a result of marriage, birth, adoption, placement for adoption of parting suit of adoption, I may be able to enroll myself or my dependent, provided I request enrollment within 31 days of the event.

### IF DECLINING- YOU MUST SIGN HERE

|                                                                                                        |                      |
|--------------------------------------------------------------------------------------------------------|----------------------|
| Employee Signature  | Date <b>04-24-17</b> |
|--------------------------------------------------------------------------------------------------------|----------------------|

# Fixed Indemnity Medical Benefits\_Plan 2

VSI **219301-ESG-1** OFFICE USE ONLY LOCATION \_\_\_\_\_ Rehire Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## ENROLLMENT FORM

ESC CU(UNAC-MN) P1 v18.2

### A. REQUIRED EMPLOYEE INFORMATION

PRINT USING BLACK or BLUE INK (Must Be Filled Out)

|                                       |                           |                                   |                                                                      |
|---------------------------------------|---------------------------|-----------------------------------|----------------------------------------------------------------------|
| Name<br><b>Marcelina Torres Ramos</b> | Social Security #         | Home Phone<br><b>612-242-9464</b> | Sex <input checked="" type="checkbox"/> M <input type="checkbox"/> F |
| Address<br><b>5710 Bassen Terrace</b> |                           |                                   | Apt. # <b>8</b>                                                      |
| City<br><b>Minneapolis</b>            | State<br><b>Minnesota</b> | Zip<br><b>55417</b>               | Date of Birth<br><b>04/26/78</b>                                     |

### B. DO YOU OR ANY OF YOUR DEPENDENTS RECEIVE MEDICARE BENEFITS?

☐ Yes ☐ No. If Yes, please continue.

|                                               |                         |
|-----------------------------------------------|-------------------------|
| Medicare Health Insurance Claim Number (HICN) | Medicare Effective Date |
| Name of Covered Person (s):                   |                         |
| 1.                                            | 2.                      |
|                                               | 3.                      |

### C. LIMITED BENEFITS PLAN SELECTION

Payroll Deducted Weekly Rates

You **MUST** select a coverage level before any benefits in Section C. Your coverage level for the all benefits in Section C will be identical. The Fixed Indemnity Medical Plan, Dental Plan, Term Life Plan, and Short-Term Disability plans are underwritten by BCS Insurance Company. The Vision plan is underwritten by Companion Life Insurance Company.

| SELECT COVERAGE LEVEL                       | FIXED INDEMNITY MEDICAL <sup>1</sup>                     | DENTAL                                                   | VISION                                                   | TERM LIFE                                                | SHORT-TERM DISABILITY <sup>2</sup>                       |
|---------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| Employee Only <input type="checkbox"/>      | <b>\$20.25</b>                                           | <b>\$6.17</b>                                            | <b>\$2.42</b>                                            | <b>\$0.60</b>                                            | <b>\$4.20</b>                                            |
| Employee + 1 <input type="checkbox"/>       | <b>\$41.10</b>                                           | <b>\$12.34</b>                                           | <b>\$4.92</b>                                            | <b>\$0.90</b>                                            |                                                          |
| Employee + Family <input type="checkbox"/>  | <b>\$54.88</b>                                           | <b>\$20.36</b>                                           | <b>\$6.56</b>                                            | <b>\$1.80</b>                                            |                                                          |
| NO to ALL Benefits <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

<sup>1</sup>This coverage is not available to residents of NH, HI, or PR. <sup>2</sup>STD is not available to persons who work in CA, HI, NJ, NY, or RI.

**For Term Life / Accidental Death & Dismemberment, please write in your beneficiary information. Accidental Death & Dismemberment is part of the Term Life Benefit.**

|      |              |
|------|--------------|
| Name | Relationship |
|------|--------------|

### D. REQUIRED DEPENDENT INFORMATION

|                                      |                   |                                    |                                                                      |                                                                                                                                     |
|--------------------------------------|-------------------|------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Name<br><b>Jesus G Torres Torres</b> | Social Security # | Date of Birth<br><b>10/08/2001</b> | Sex <input checked="" type="checkbox"/> M <input type="checkbox"/> F | Relationship<br><input type="checkbox"/> Spouse <input checked="" type="checkbox"/> Child <input type="checkbox"/> Domestic Partner |
| Name                                 | Social Security # | Date of Birth                      | Sex <input type="checkbox"/> M <input type="checkbox"/> F            | Relationship<br><input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Domestic Partner            |
| Name                                 | Social Security # | Date of Birth                      | Sex <input type="checkbox"/> M <input type="checkbox"/> F            | Relationship<br><input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Domestic Partner            |
| Name                                 | Social Security # | Date of Birth                      | Sex <input type="checkbox"/> M <input type="checkbox"/> F            | Relationship<br><input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Domestic Partner            |

### E. REQUIRED SIGNATURE

YOU MUST SIGN AND DATE, EVEN IF YOU DECLINE COVERAGE

I have read the benefit packet and understand its limitations. I understand that open enrollment is only available for a limited time and I understand that making no benefit selection is a declination of coverage.

|                        |           |
|------------------------|-----------|
| DATE <b>04/24/2017</b> | SIGNATURE |
|------------------------|-----------|