

5/8/13 *

as of right now going thru court for visitation w/ kids - can't work weekends, but once all settled she would like to interview again.



CMG APPLICATION FOR EMPLOYMENT

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

PLEASE COMPLETE PAGES 1-5 DATE May 8, 2013

Name Aarsvold Wendy Jo Miller
Last First Middle Maiden

Present address 708 16th AVE NE
Number Street
Rochester MN 55906
City State Zip

Social Security No. 470 - 94 - 9918

Telephone (507) 316 - 5644 E-Mail WendyJAarsvold@gmail.com

If under 18, please list age _____ Referred by _____

Position applied for (1) 1st shift Shift available to work
 and salary desired (2) _____
 (Be specific) 1st
2nd
3rd

How many hours can you work weekly? 40 Can you work nights? _____

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

When available for work? right away (Have appointment 5/15/13)

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?
 No Yes If so, please explain Have an odd visitation schedule with my children weekends I'm unavailable

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

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	Austin High School	Austin MN 55912	4	Diploma
College	U of M Waseca	Waseca MN	almost 2	none - Campus closed
	Riverland Technical College	Rochester MN		Diploma - Health Unit Coordinator
Bus. or Trade School	Medical Institute of MN	Bloomington	2	Veterinary Technology
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s), dates of conviction(s), sentence(s) imposed, and type(s) of rehabilitation. _____

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? Car

Driver's license number S759122585121 State of issue MN

Operator Commercial (CDL) Chauffeur

Expiration date 11-20-2013

Have you had any accidents during the past three years? Yes No

If so, how many? _____

Have you had any moving violations during the past three years? Yes No

If so, how many? _____

Please list two references other than relatives or previous employers.

Name Michelle Schmidt Name Jannis Hanson

Position CVT - instructor Position Para professional

Company Minnesota School of Business Company Rochester Public Schools

Address 4 1st ST Address 908 15th ST SE

Hayfield MN 55940 Rochester MN 55902

Telephone (507) _____ Telephone () _____

APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? __ Yes No

ARE YOU NOW A MEMBER OF THE RESERVE OR NATIONAL GUARD? __ Yes No

Branch _____ Specialty _____

Date Entered _____ Discharge Date _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address <i>See Resume</i>	To	Final
Telephone () _____	Your last job title _____	
Reason for leaving (be specific) _____		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.		

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May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

**PLEASE READ CAREFULLY
APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

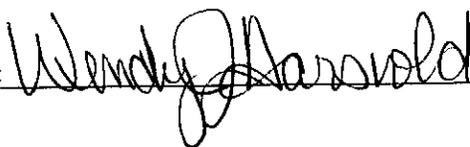
I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant



Date:

5/8/13

LM
LM 10/10

Needs 5/8 11:30 - INTERVIEW



ENTERED

Wendy J. Aarsvold
708 16th Ave NE
Rochester MN 55906
(507)316-5644

WendyJAarsvold@gmail.com

Objective: To gain employment in an area that I can use my skills to their fullest.

Education:

- 2008-2011 Minnesota School of Business – Rochester MN
Bachelor Degree -
- 1998–2001 Medical Institute of Minnesota – Bloomington MN
Associate of Applied Science Degree – Veterinary Technology
- 1993–1994 Riverland Technical College – Rochester MN
Diploma – Health Unit Coordinator
- 1989–1991 University of Minnesota Waseca – Waseca MN
Diversified Agricultural Production major
- 1985–1989 Austin High School – Austin MN
Diploma

Employment:

- 2013-2013 Heritage Pet Hospital – Rochester
Certified Veterinary Technician
- Maternity Leave coverage
 - Perform laboratory procedures
 - Maintain patient medical histories
 - Monitor anesthesia
- 2012-2013 Curves for Women – Rochester
Fitness Technician/Manager
- Member instruction
 - Maintain computer and hard member files
 - Generation and input of new members
 - Club maintenance and upkeep
 - Employee schedules
 - Phone communication
- 2008-2012 Minnesota School of Business – Rochester
Certified Veterinary Technician/Instructor
- Develop class schedules and addendums
 - Instruction of Veterinary Technology core courses
 - Grade students according to institution guidelines
 - Animal Care Manager
 - Radiation Safety Officer
 - STAY Advisor
- 1999-2008 Carriage House Animal Hospital/Dodge Veterinary Clinic
Certified Veterinary Technician

- Running patient Laboratory Tests, Quality Control and upkeep on laboratory equipment
- Anesthetic monitoring & Surgical Assisting, upkeep on anesthetic equipment and surgical suite
- Radiology – set up and manual processing
- Client education, Behavior & Grief Counseling
- Cornerstone Veterinary Computer system
- Multi-line phone communication
- Assisting with Student Technicians and volunteers

1995-1999 Mayo Foundation – Rochester Methodist Hospital

2004-2008 Unit Secretary – Orthopedics

- Transcription of doctors orders/computerized charting
- Phone communication for nursing unit
- Ordering via computer
- Worked with Charge Nurse and Staffing Dept. to make sure staffing needs were met
- Worked with Student Secretaries and the training of new Unit Secretaries

2003 Argosy University Twin Cities

Certified Veterinary Technician/Instructor

- Instructor Small Animal Nursing lab
- Instructor Anesthesia Lab

References:

Available Upon Request