



## CMG APPLICATION FOR EMPLOYMENT

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

**PLEASE COMPLETE PAGES 1-5** DATE 11/12/14

Name Xiong, Windy  
Last First Middle Maiden

Present address 1345 Farrington Ave Apt 108  
Number Street  
Saint Paul MN 55117  
City State Zip

Social Security No. 468 - 25 - 6200

Telephone (651) 955-4903 E-Mail windy.xiong13@gmail.com

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

Position applied for (1) <u>Bakery production</u> and salary desired (2) <u>open</u> (Be specific)	Shift available to work 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> _____ 3 <sup>rd</sup> _____
--	--

How many hours can you work weekly? 6 hour up to 8 Can you work nights? \_\_\_\_\_

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

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

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  
 No \_\_\_ Yes If so, please explain \_\_\_\_\_

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	<u>Hubb Center</u>		<u>2004</u>	<u>Diploma</u>
College				
Bus. or Trade School				
Professional School				

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?  Yes \_\_\_ No

What is your means of transportation to work? your attendant

Driver's license number R018115126809 State of issue MN

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

Expiration date 10/29/15

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 chee Vang Name Chao

Position Smart mail Position cashier

Company \_\_\_\_\_ Company Hamong Village

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

Telephone (763) 215-2504 Telephone (651) 230-6194

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.

*See resume*

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

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

**APPLICATION FOR EMPLOYMENT**

**WORK EXPERIENCE**

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

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	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.

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From	Start
Address _____	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.

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.

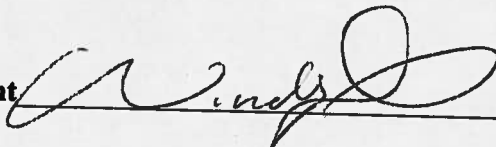
I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by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

11/12/11

# WINDY XIONG

942 ARKWRIGHT STREET, SAINT PAUL, MN 55130 / windyxiong13@gmail.com / 651-955-4903

---

**Profile:** Professional Cashier, Data Entry, Assembly with over 5 years of experience.  
Demonstrated ability to accurately handle financial transactions and keep accurate records.  
Experienced in answering customer questions and providing detailed information.

## SUMMARY OF SKILLS

- Good attention to detail
- Excellent skills in math and arithmetic
- Outstanding ability to communicate info effectively
- Actively in search of ways to assist people
- Profound ability to use logic and reasoning to make out the strengths and weaknesses of substitute solutions
- Excellent capability to use computers for data entering purpose
- Professional in dealing with loads of cash and petty change
- Ability to stand for extended durations

## PROFESSIONAL EXPERIENCE

### Server/ Cook/bake

- Greeted guests, show them where to set, customer service
- Take order and cashiering. Handle cash, credit cards.
- Baked Asian breads and bag them. Make rice, fried chicken wings and thigh and make noodle soup

### Data Entry / Mail

- Entered customer data by inputting alphabetic and numeric into computer and print out label
- Verifies entered customer and account data by reviewing, correcting and deleting
- Sorted packages and put them into the right box
- Scan and send mail out
- Type 45 wpm

### Electronics/ medical assembly

- Work with small parts. Connected small wires into connectors.
- Inspected cable and solder circuits boards and speaker.
- Packages and do lots of assembly.
- Used microscope to inspected components and wires

## EMPLOYMENT HISTORY

Smart Mail	Data entry/ mail	Wayzata, MN	10/2007- 07/2010
North Star Motel	Laundry/ room attendant	Saint Paul, MN	10/2011 _01/2013
TLC Electronics	Assembly/ Solder	St. Paul, MN	08/2010 – 10/2011
Hmong Village	Server /cook	St. paul, MN	Current