



## CMG APPLICATION FOR EMPLOYMENT

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

<b>PLEASE COMPLETE PAGES 1-5</b>		DATE <u>2-6-14</u>
Name <u>Thao Yee Leng</u>		
<small>Last First Middle Maiden</small>		
Present address <u>907 15th Street</u>		
<small>Number Street</small>		
<u>Newport</u> <u>MN</u> <u>55055</u>		
<small>City State Zip</small>		
Social Security No. <u>477 - 15 - 9934</u>		
Telephone <u>(651) 776-2158</u>		E-Mail <u>thaoyeeleng@gmail.com</u>
If under 18, please list age _____		Referred by <u>walk in / internet</u>
Position applied for (1) <u>warehouse or any position have</u>		Shift available to work
and salary desired (2) <u>\$11.00 to \$13.00 opening</u>		1 <sup>st</sup> _____
(Be specific)		2 <sup>nd</sup> _____
		3 <sup>rd</sup> <u>X</u> _____
How many hours can you work weekly? <u>40 to 50</u>		Can you work nights? <u>yes</u>
Employment desired <input checked="" type="checkbox"/> FULL-TIME ONLY ___ PART-TIME ONLY ___ FULL- OR PART-TIME		
When available for work? <u>ASAP</u>		
Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?		
<input checked="" type="checkbox"/> No ___ Yes If so, please explain _____		
Do you anticipate any absences from work on a regular basis?		
<input checked="" type="checkbox"/> 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>Harding High School</u>	<u>1540 E 6th St St. Paul, MN 55106</u>	<u>4</u>	<u>Diploma</u>
College				
Bus. or Trade School				
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? driving

Driver's license number B272040211111 State of issue MN

Operator  Commercial (CDL)  Chauffeur

Expiration date 1-14-2016

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 King Thao Name Alex Vang

Position Distribution Worker Position Distribution Worker

Company United Stationers Company United Stationers

Address 1720 Alexander Road Address 1720 Alexander Road  
Eagan, MN 55121 Eagan, MN 55121

Telephone (612) 715-0971 Telephone (916) 643-3224

**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 <u>United Stationers Supply Company</u> Position <u>warehouse and order filler</u> Company _____ Address <u>1720 Alexander Road</u> <u>Eagan, MN 55121</u> Telephone <u>(651) 454-1655</u>	Supervisor name <u>Chase Johnson</u>	
	Employment dates	Pay or salary
	From <u>2007</u>	Start <u>\$12.00</u>
	To <u>Present</u>	Final <u>\$18.00</u>
Your last job title _____		
Reason for leaving (be specific) <u>still work there</u>		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.		

Name <u>Banta Corporation</u> Position <u>order filler and Forklift Operator</u> Company _____ Address <u>5500 12th Ave E</u> <u>Shakopee, MN 55379</u> Telephone <u>(952) 941-7546</u>	Supervisor name <u>Al Dicken</u>	
	Employment dates	Pay or salary
	From <u>2006</u>	Start <u>\$11.50</u>
	To <u>2007</u>	Final <u>\$13.00</u>
Your last job title _____		
Reason for leaving (be specific) <u>layoffs</u>		
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 <u>Fritz Fresh Candy</u>	Supervisor name <u>Rom Meyer</u>	
Position <u>order filler and forklift operator</u>	Employment dates	Pay or salary
Company _____	From <u>1998</u>	Start <u>\$10.00</u>
Address <u>1912 Hasting Ave</u>	To <u>2003</u>	Final <u>\$13.00</u>
<u>Newport, MN 55055</u>	Your last job title _____	
Telephone <u>(651) 454-7951</u>		

Reason for leaving (be specific) layoffs

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

Thao Yee Leng

Date: 2 - 6 - 14

# Yee Leng Thao

907 15<sup>th</sup> Street, Newport, MN [Postal Code]  
Phone: (651) 497-9655 E-Mail: [Your E-Mail]

## Objective

Seeking for a warehouse distribution position.

## Experience

### United Stationer – Eagan, MN

January 2007 – Present

Order Filler

- Handle orders for goods and services.
- Take order slip to stockroom or distribution center and locate item.
- Pack merchandise and ensure it will not break by including bubble wrap, foam, and stuffing.
- Work with warehouse team to arrange inventory and pull from shelves.
- Work with production, sales, shipping, warehouse, or common carrier personnel to expedite or trace missing or delayed shipments.
- Keep track of inventory and shipments.

### Banta Corporation – Shakopee, MN

February 2006 – January 2007

Order Filler – Forklift Operator

- Carried and transported orders to shipping locations or delivery platforms with material handling equipment.
- Alerted the Production Coordinator to any irregularities in the product inventory (i.e. item count and location errors and product damage).
- Performed other duties as instructed by management.

### Fritz Fresh Candy – Newport, MN

October 1998 – November 2003

Order Filler – Forklift Operator

- Pulled and prepared products for shipment.
- Unloaded inbound shipments safely and moved product to storage locations.
- Operated a forklift to pick merchandise from warehouse shelves.

## Education

### Harding Senior High School – Saint Paul, MN

September 1994 – June 1998

Diploma

## Skills

Basic Math Skills,

Forklift Experience

Ability to use advanced hand tools and power equipment on a daily basis.

Monday Orientation 9:30am

Applicant Name: Yee Thao

Date: 02/07/2014

**Interview Questions:**

1. What Shift(s) do you prefer to work?

3rd shift 1pm-9pm

2. Would you prefer FT or PT hours?

Full Time

3. Are you available to work weekends?

Yes

4. What is the pay rate you require?

\$11-12

5. Do you have reliable Transportation? If no, explain how they plan on getting to work?

Yes

6. How did you hear about this position / opening?

Craigslist

7. Have you ever been convicted of a felony?

If yes, have them explain. What? When?

No

8. Tell me about (Pick a position on the application) and the work you did for them?

Order filler - pick n pack

9. Why did you leave?

haven't left

(If not a suitable answer is given to 8 or 9 ask about another position they have done to learn more about them)

10. If hired, would you be able to obtain the required uniform necessary to work at

Supermoms? Yes

CMG Interview conducted by: Samantha Tovar