

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Fri

Office Number: 651-666-3883

Office Address: 404 Broadway Ave St. Paul Park, MN 55071



Applicant Information

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

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Yeiah Rufus Date: 4/5/17
Address: (Street Address) 601 70th Ave N (Apt./Unit #) 111
(City) Brooklyn Center (State) MN (ZIP Code) 55430
Phone: 612 426 1923 Email: rfsb24@gmail.com
Social Security No. 185869306 Date Available: 4/6/17
Position Applied for: _____ Desired Salary: 11.50
Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time Part-Time
What is your means of transportation to work? Owned a vehicle
Are you authorized to work in the U.S? Yes No
How did you hear about us? Staffing Agency Referral Name: Platinum Staffing
If under 18, please list age: _____

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School				
College				
Bus. Or Trade School	<u>See RESUME</u>			
Professional School				

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Your workforce management & staffing solutions

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: 4/5/17

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

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

I agree that:

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

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

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

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

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

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

Signature of applicant

Date:

4/5/17



Preliminary Questions

For CMG use only

Name: Rufus G. Yeiah

Date: 04/05/2017

1. If hired are you willing to take a drug test? Yes
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? NO
3. Are you able to work with pork? yes

To be completed during or after interview

Have you ever been convicted, plead guilty or contest to a Felony? Yes _____ No X

if yes, please list when, where and the nature of the offense(s):

Have you ever been convicted, plead guilty or contest to a Misdemeanor? Yes _____ No X

If yes, please list when, where and the nature of the offense(s):

You will not be denied employment solely because you answer "Yes" above or because you have been convicted of a crime, felony or misdemeanor. The company considers many individualized factors in evaluating a job candidate, including but not limited to, with respect to criminal history, the nature and date of any offense, the surrounding circumstances, and the nature of the position for which you apply.

By signature below, I certify that the information provided above is true and complete that I have discussed the above with my interviewer as disclosed. I understand and agree that any misrepresentation by me will be sufficient cause to eliminate me from consideration for employment and/or terminate employment at any time if I have been employed.

Applicant signature:  Date: 4/5/17



ATTENTION ALL EMPLOYEES:

At the start of each shift, you are provided with a SuperMom's shirt (stock shirt) and/or smock that is to be worn during your shift. These CANNOT be taken home. They are SuperMom's property, and will be treated as theft if you are seen leaving the facility with the shirts/smocks.

In the lunchroom, SuperMom's provides you with free baked goods that are for you to enjoy and take home. The policy of taking food with you is limited to ONE bag per person. If you are seen leaving the facility with more than one bag of product this will also be considered theft.

If you are seen violating either one of these policies, it will result in immediate termination of employment.

By signing below, you are acknowledging that you understand the above written policies and consequence.

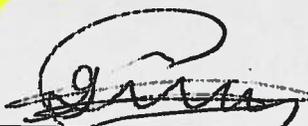
ATENCION TODOS EMPLEADOS:

Al empiezo de cada turno usted prestara una camiseta de Super Mom's o un delantal que se necesita usar durante su turno. Estos articulos **NO PUEDEN** llevarse a la casa. Son propiedad de Super Mom's y sera tratado como robo si usted se los lleva fuera del edificio.

En el cuarto de rotura, Super Mom's le ofrece panecillos que son para que usted disfrute y lleve a su casa. La poliza de llevarlos a su casa es limitado a **UNA** bolsa por persona. Si usted lleva mas de una bolsa de estos productos, tambien sera considerado robo.

Si usted viola cualquiera de estas polizas, resultara en despedida inmediata.

Firmar la siguiente linea nos demuestra que usted entiende estas polizas y sus consecuencias.



Signature of Employee/Firma de Empleado

4/5/17

Date/Fecha

Rufus G. Yeiah

Printed Name of Employee/Nombre del Empleado



To: Corporate Management Group (CMG) Employees

From: Corporate Management Group

Subject: Attendance Policy

In acceptance of employment with Corporate Management Group (CMG), it is our obligation to inform you of our attendance policy. Each employee is important to the success of the company and the customers we service. We rely on employees to be conscientious and punctual in regards to attendance and deadlines. Therefore, it is important that employees report to work each day as scheduled.

I acknowledge by my signature below that I have been;

- a.) Informed and provided a copy of the attendance policy
- b.) Agree to abide by the policy terms

A: Todos Empleadors de Corporate Management Group (CMG)

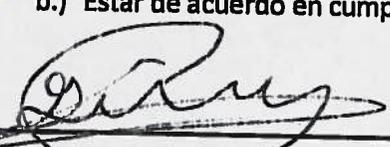
De: Corporate Management Group

Sujeto: Politica de Asistencia

En la aceptacion de un empleo con el Grupo de Gestion Empresarial (CMG), que es nuestra obligacion para informarle de nuestra politica de asistencia. Cada empleado es importante para el exito de la compania y los clientes a los que el servicio. Contamos con empleados a ser consciente y puntual en lo que respecta a la asistencia y los plazos. Por lo tanto, es importante que los empleados se presentan a trabajar cada dia como estaba previsto.

Reconozco con mi firma que he sido;

- a.) Informado y facilitado una copia de la politica de asistencia
- b.) Estar de acuerdo en cumplir con los terminos de politica


Employee Signature/ Nombre de Empleado

4/5/17
Date/ Fecha

RESUME

Rufus G. Yeiah

601 70th Ave North

Brooklyn Center, MN 55430

Cell: 612-426-1923/612-426-1926

Email: rfsh24@gmail.com/rfsh23@gmail.com

OBJECTIVES: Seeking an employment in Factory, Warehouse, Transportation services, Delivery Driver, Stocking, Sales Agent, Social Work, and Human Services as a public servant, Security Guard, Personal Care Assistance, Residential Counselor, Director of Care Support etc.

EDUCATION

2012-Present, Some College Courses, Dallas County Community College (Eastfield)
3737 Motley Drive, Mesquite, TX 75150

2010-2012 Graduate, BPA Degree, University of Liberia, Republic of Liberia
West Africa
GPA 3.00

2000-2001 Diploma & WAEC Certificate, Sanniquillie Central High School
Nimba County, Liberia, West Africa

JOB EXPERIENCE

2016 May 23- Present: Hubert H Humphrey Job Corps Center
1480 North Snelling Ave, St. Paul, MN 55108
Phone: 651-642-1133

Supervisor: Ning Zar
Phone: 651-642-1133
Title: Prime Shift Supervisor

Job Title: Safety & Security
Responsibilities: To guard life and properties, gather information and write comprehensive reports daily.

2016 May 31- Sept. 8, 2016: Walmart
1200 Shingle Creek Crossing, Brooklyn Center, MN 55430
Phone: 763-354-1941

Supervisor: Chris
Phone: 763-354-1941
Title: Acting Store Manager

Job Title: CAP 2/ Stocker
Responsibilities: Unload trucks and stock merchandize in store.
Reason for leaving: To baby sit my kids.

2015 Feb. 2-2016 April 8: Premier Solutions Group LLC
528 Bean Drive, Williston, ND 58801
Phone: 701-572-9830

Supervisor: Kyle Mitchell
Cell: 801-916-4826
Title: Vice President

Job Title: Delivery Driver
Responsibilities: The ability to drive many hours every week delivering materials and supplies to customers at their various locations on time.
Reason for leaving: Layoff.

2014 Nov. 19- 2015 Nov 2: McDonald's Restaurant
2222 2nd Avenue West, Williston, ND 58801
Phone: 701-572-2364

Supervisor: Tamsen
Cell: 701-572-2364
Title: General Manager

Job Title: Crew/ Cook
Responsibilities: Cook French fries, Supply food materials on the line, cook burger, chicken, regular meant etc. on the grill, do cabinet, cashier etc.
Reason for leaving: Insufficient hours/ part-time.

**2013 Mar. 28- 2014 Aug. 8: Allied Barton Security Services
3030 Lyndon B. Johnson Frwy Suite 800, Dallas, TX 75234
Phone: 972-506-4550**

**Supervisor: Antoine Spearman
Cell: 469-528-5615
Title: Account Manager**

Job Title: Security Officer

Responsibilities: To guard life and properties, gather information on duties and write comprehensive reports. Give account of every life and property that is placed into your care during your shift/ service.

Reason for leaving: Relocation/ Moved out of state.

**2012 Jul. 10 – 2014 Jun. 30: Pacesetter Personnel Services (Employment Agency)
1927 East Belt Live Road, Carrollton, Texas 75006
Phone: 972-478-5888**

**Supervisor: Kelly
Cell: 972-255-0202
Title: Manager**

Job Title: Contractor

Responsibilities: Work at factories, Industries, Warehouses, School Cafeterias, Housekeeping etc.

Reason for leaving: Got a full-time employment.

**2011 Nov. 10 -2012 Dec. 30: Denny's Restaurant
457 West Interstate 30, Garland, Texas 75043
Phone: 972-240-1522**

**Supervisor: Patricia Holmes
Cell: 972-762-3583
Title: General Manager**

Job Title: General Service Assistant (GSA)

Responsibilities: Wash dishes, Clean tables, Clean bathrooms, Sweep and Mop floor, Take trash out to the dumpster, Stock supplies in the freezer, and store room etc.

Reason for leaving: Travel to visit family and I over stay due to some family problems.

2011 Jun. 5- 2011 Sept. 18: PO- Well Trauma Cleaning Squad, Inc.
51 North Union Avenue, Lansdowne, PA 19050
Phone: 610-960-4687

Supervisor: Stacy Moore
Cell: 610-235-3461
Title: Director of Operations

Job Title: School & Trauma Cleaner
Responsibilities: Pull trash and take them to the dumpster, dust the desks, Back pack, Clean bathrooms and Mop floors etc.
Reason for leaving: Some family constraints.

2011 Jan. 25 – 2011 May 1: Ontime Staffing
207 North 9th Street, Philadelphia, PA 19107
Phone: 215-829-0188

Supervisor: Dominick Mack
Cell: 609-820-8111

Title: Night Shift Supervisor

Job Title: Night Fruits Producer

Responsibilities: Peel the fruits skillfully, Cut and park them into the cups or bowls.

Reason for leaving: The fruits producing room was frozenly cold for me and I could not afford to stay because I had toothache.

Special Training Skills & Achievements

2011 Jan. 7th, 11th, & 14th

Staffing Plus Training and Certificate in the following fields: First Aid/ Adult & Child CPR/ AED and Professional Role & Responsibilities (in School and Residential Program)- Cultural Diversity/Awareness-Confidentiality & HIPAA-Mandated Reporting-Common Behavioral Health Diagnoses-Autism Spectrum Disorders-Life Span Development-Right to Know harassment-Behavioral Management- Escalation Management- Suicide Precautions-Universal Precautions/ Infection Control- First Safety & Disaster Preparedness-Documentations Policies & Procedures.
551 W. Lancaster Ave, Haverford, PA 19041

2008 March 1st- 9th

Liberia Institute of Statistics and Geo-Information Service (LISGIS) Training Workshop
Monrovia, Liberia, West Africa

2007 Jul. 5th- 31st

Hind's Feet Ministries Teachers Training Workshop
Monrovia, Liberia, West Africa

REFERENCE (S)

**Shahna Fredrick (Security Manager, Hubert H Humphrey Job Corps Center)
1480 North Snelling Ave, St. Paul, MN 55108
Cell: 928-377-8306**

**Kyle Mitchell
528 Bean Drive, Williston, ND 58801
Cell: 801-916-4826**

**Washington Donokolo
804 66th Ave North, Brooklyn Center, MN 55430
Cell: 612-213-8584**

**Emmanuel Weato
1622 Bitter Creek Drive, Garland, Texas 75040
Cell: 214-772-5459**

**Mack Mcborrough
9240 Loch Lomond CT North, Brooklyn Park, MN 55443
Cell: 763-670-5044**



Drug & Alcohol Testing Consent Form for Applicants Who Have Received a Conditional Offer of Employment – MRO

Acknowledgement Receipt

I Acknowledge that I have received a job offer from Corporate Management Group (CMG) conditioned upon my submitting to and passing a drug and alcohol test. I have also received, read and understand Corporate Management Group's Policy and Procedure on an at-will basis and that this policy does not alter the at-will nature of the employment relationship.

I hereby agree to submit to drug and alcohol testing under the Company's policy.

I also understand that test results and other information acquired in the drug and alcohol testing process may be disclosed to and discussed with a Medical Review Offices (MRO). I hereby consent to such test results and other information being disclosed to and discussed with an MRO.

Date: 4/5/17

[Signature]
Employee Signature

Rufus G. Yeiah
Employee Name (printed)

Date: 04/05/2017

[Signature]
Witness Signature

Shelby Glash
Witness Name (Printed)

TEST RESULTS RECORD

Test Reference Number MD-56101 Name of Collector Shelby Glash

COMPANY INFORMATION

Company Name Corporate Management Group Phone 651-666-3883 Fax _____
 Address 400 BROADWAY AVE City St. Paul Park State/Province MN Zip/Postal Code 55071

DONOR INFORMATION

Last Name Yeiah Employee I.D. _____
 First Name Rufus G. Yeiah
 Type of Identification Provided: Driver's License Employee Photo I.D. Other _____
 Reason for test: Pre-employment Random Reasonable cause Post-accident Other _____

CERTIFICATION

I hereby certify that the specimen provided is my own and has not been substituted or adulterated. I further agree and grant permission for the testing of my specimen for drug metabolites and alcohol.

[Signature]
 Donor signature _____ Date / Time 04/05/17

I hereby certify that I collected the specimen provided by the aforementioned Donor and that it was not substituted or adulterated to the best of my knowledge.

[Signature]
 Collector signature _____ Date / Time 04/05/2017 10:17 AM

[Signature]
 Laboratory signature _____ Date / Time received 04/05/2017 11:27 AM

TEST RESULTS

Date/Time Collected 04/05/2017 11:17 AM

Time Interpreted 11:27 AM

NOTE: Lab personnel obtain specimen samples by puncturing the lab extraction ports on the side of device with a needle and syringe and drawing out the sample.

Side of Device



Drug Name	Symbol	Negative	Positive	Not Tested
Alcohol	ALC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amphetamine	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buprenorphine	BUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benzodiazepine	BZD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cocaine	COC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDD	EDD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marijuana	THC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marijuana	THC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methamphetamine	MET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opioid	OPI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxycodone	OXY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phencyclidine	PCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes / Comments _____

Cut out this panel to copy or scan results

SuperMom's New Employee Training Quiz

Name (Print): Rufus G. Yeiah Date: 4/5/17

Language Spoken: English

10 questions (choose one answer per question)

- 1. Who is responsible for food safety & quality at SuperMom's?**
 - Supervisors
 - Everyone
- 2. Food and beverages may be stored in your locker:**
 - True
 - False
- 3. I must report to my Supervisor if I have:**
 - Diarrhea or Vomiting
 - Jaundice
 - Salmonella
 - Lesions with pus (boils or wounds)
 - All of the above.
- 4. Only clear nail polish can be worn in the production area.**
 - True
 - False
- 5. How long should you wash your hands for?**
 - 20 Seconds
 - 10 Seconds
 - 5 Seconds
 - I don't need to wash my hands
- 6. Hairnets are required at all times when they are in the production area. Beard nets are required for men with beards.**
 - True
 - False

7. Plain wedding bands are allowed to be worn in production areas.

- True
 False

8. All employees are required to wear slip-resistant shoes in production areas.

- True
 False

9. Smocks may be worn outdoors.

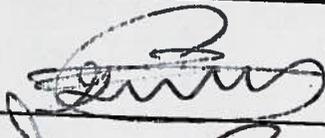
- True
 False

10. Everyone is required to have an identification badge.

- True
 False

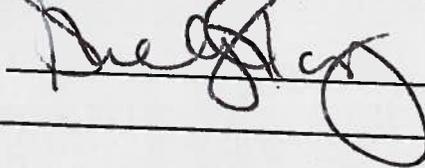
By signing below you agree that you have been trained and understand the topics outlined in the training.

Employee (Signature):



Date: 4/5/17

Training Representative:



Date: 4/5/2017

Annual Safety Training Quiz

Name: Rufus G. Yeiah Employee #: _____ Date: 4/5/17

- 1- 1. True or False
- a. You should treat every bodily fluid as potentially infectious?
2. What is a MESS kit used for?
- a. To clean up messes
- b. To aid in cleaning up blood or bodily fluid
- c. There is no such thing as a MESS kit
- d. To aid in cleaning machines everyday
3. Which one of the following items is NOT an example of Personal Protective Equipment (PEP)?
- a. Goggles
- b. Ear plugs
- c. Gloves
- d. Broom
4. What should you do if you see a lock or tag on a machine?
- a. Follow the lock or tag's instructions
- b. Just use the machine
- c. Take it off and throw it away
- d. Notify your supervisor, then use the machine
5. What should you do if you hear the fire alarm go off?
- a. Go through the employee entrance/exit doors then report to your supervisor in the parking lot
- b. Immediately leave the building via the nearest door then report to your supervisor in the parking lot
- c. Get your items from your locker then go to the parking lot
- d. Stand and wait for someone to tell you what to do
6. When should you use a fire extinguisher?
- a. When a fire is in your path to getting out of the building
- b. Every month to make sure it works
- c. Whenever you get hot
7. What is a MSDS sheet?
- a. It tells you how to make a doughnut
- b. It tells you everything about how to operate a machine
- c. It tells you what to do if there is a fire
- d. It tells you important information about any given chemical including how to treat if you become exposed to the chemical
8. Regarding your work space, which one of the following things should you NOT do?
- a. Keep your area tidy and orderly
- b. Make sure you aren't blocking emergency exit doors
- c. String cords across aisles
- d. Make sure to keep floors as dry as possible
9. Who can operate a motorized pallet jack?
- a. Everyone can operate a motorized pallet jack
- b. Only Maintenance employees can operate a motorized pallet jack
- c. Only supervisors can operate a motorized pallet jack
- d. Only trained personnel with a PIT card can operate a motorized pallet jack
10. Where can you find the Hazard Communication Manual (MSDS) sheets?
- a. Outside the bakery
- b. Outside the commissary
- c. Both a & b
11. If something is too heavy for you to carry, you should:
- a. separate the load into multiple trips
- b. ask another employee to help
- c. either of the above

10

