

## **CARDBOARD BALER WANTED!**

FOR SERIOUS CANDIDATES TO BE CONSIDERED FOR EMPLOYMENT: SEE "HOW TO APPLY" BELOW. Applications and resumes will not be reviewed on Facebook, Craigslist, or Indeed. You must apply in person, we'd love to meet you!

Earthworks Recycling is looking for a part time/full time cardboard baler for our Recycling Center. This is physical work, outside during all weather conditions and can be a full time, long-term job. Primary duties will pertain to baling cardboard. Additional duties may include working in our recycling yard helping customers, processing materials, and general clean-up.

The ideal candidate for this position will be a hard worker who has a positive attitude! Also, must be physically fit and have strong upper body strength for moving large carts of cardboard. Forklift experience is a plus, but not required. Must be able to work Saturdays with split days off. Applicants must be fluent in English.

Wage starts at \$14.50 plus state mandated benefits.

How to Apply: We're looking for serious applicants only. You must pickup an application at our office, or print one out online from our website at: "[www.EarthworksRecycling.com](http://www.EarthworksRecycling.com)", fill it out and bring your application "in person" to 1904 E Broadway, Spokane (Broadway and Napa) between 8:00 A.M. and 4:30 P.M. Monday thru Saturday. Do not mail, fax or email applications or resumes, they will be recycled or deleted. No interviews over the phone.

Questions? Call Jim at (509) 534-1638.

Earthworks Recycling, Inc.  
1904 E. Broadway Ave.  
Spokane, WA. 99202  
Monday – Saturday 8 A.M. – 4:30 P.M.  
[www.EarthworksRecycling.com](http://www.EarthworksRecycling.com)

## **Earthworks Paid Time Off Policy**

Effective January 1, 2018

In order to be in compliance with new state laws, the following Paid Time Off policies will be in effect January 1, 2018 as follows:

- Paid Time Off will be accrued at a rate 1 hour for every 40 hours worked.
- New employees, accrued time off cannot be used until 90 calendar days of employment.
- Up to 40 hours of unused Paid Time Off will be carried over to the following year.
- If you want to use Paid Time off, you need to mark your time card with how many hours you want to use.
- If you are going to be gone for more than 3 unscheduled days, a Doctor's note will be required.
- You can schedule Paid Time Off to use for vacations, appointments, etc. This needs to be scheduled and approved by Jim.
- After 3 years of service, 3 paid Holidays will be paid if the holiday falls on your normal working day. This will not affect your PTO totals (July 4<sup>th</sup>, Thanksgiving and Christmas).

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

## Cardboard Baler Application Rev. 21.11.12

**Notice to Applicants:** FEDERAL AND STATE LAW REQUIRES THAT ALL APPLICATIONS BE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE OR NATIONAL ORIGIN. WE BELIEVE IN AND FULLY SUPPORT THE PRINCIPLE OF EQUAL EMPLOYMENT AND WILL FULFILL OUR OBLIGATION TO THE FULLEST.

**PLEASE ANSWER THE FOLLOWING QUESTIONS HONESTLY. IF YOU ARE HIRED, THIS QUESTIONNAIRE WILL BECOME PART OF YOUR PERSONNEL FILE.**

**Please fill this out in your own handwriting!**

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you over 21? Yes [ ] No [ ] Date of birth: \_\_\_\_\_

Present address: \_\_\_\_\_

How long at present address?: \_\_\_\_\_

Previous address: \_\_\_\_\_ How long: \_\_\_\_\_

Rate of pay desired: Start \_\_\_\_\_ 6 Months \_\_\_\_\_ 1 Year \_\_\_\_\_

How did you hear of this opening?: \_\_\_\_\_

Have you applied here and/or worked for us before?: \_\_\_\_\_

List any friends/relatives working or who have worked for us: \_\_\_\_\_

To help us plan, are you looking for a long or short-term position? Long-term [ ] Short-term [ ]

Do you prefer to work full time or part-time? Full-time [ ] Part-time [ ]

Are you willing to work part-time until full time develops? Yes [ ] No [ ]

The recycling center is open 7:45 am to 4:30 pm Monday thru Saturday.

Are you willing to work these days? Yes [ ] No [ ]

If not, what hours can you work? Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thur: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_

Are you willing to have split/non-consecutive days off? Yes [ ] No [ ]

How long have you lived in Spokane?: \_\_\_\_\_

Do you have any experience operating a forklift? Yes [ ] No [ ] Where?: \_\_\_\_\_

What recycling or scrap metal experience do you have, if any?: \_\_\_\_\_

Are you willing to let us do a police check on you? Yes [ ] No [ ]

Excluding traffic violations: Have you ever been convicted of a crime? Yes [ ] No [ ]

If yes, list all convictions (do not write "will explain in interview"): \_\_\_\_\_

Are you willing to let Earthworks Recycling, Inc. run a credit check? Yes [ ] No [ ]

**EARTHWORKS RECYCLING REQUIRES: ALL EMPLOYEES TO REFRAIN FROM SMOKING, USING TOBACCO PRODUCTS, AND BEING UNDER THE INFLUENCE OF DRUGS (INCLUDING MARIJUANA) OR ALCOHOL WHILE ON THE CLOCK.**

Do you smoke? Yes [ ] No [ ]

Do you use any tobacco or nicotine products? Yes [ ] No [ ]

If yes what type?: \_\_\_\_\_

If yes, will you stop while you're on the clock? Yes [ ] No [ ]

Do you smoke or use marijuana products? Yes [ ] No [ ]

Are you taking any medications that can affect your work performance? Yes [ ] No [ ]

How often do you use drugs?: \_\_\_\_\_ How often do you use Alcohol?: \_\_\_\_\_

Have you ever been involved in a drug/alcohol program? Yes [ ] No [ ]

If yes, did you complete the program? Yes [ ] No [ ]

Have drugs or alcohol ever affected your work or work attendance? Yes [ ] No [ ]

Will you take a drug & alcohol test any time before or after you are hired? Yes [ ] No [ ]

Earthworks has a no tolerance policy on the use of personal cell phones or personal use of company electronics on the job. Are you willing to adhere to this policy? Yes [ ] No [ ]

How many times have you been sick in the last month?: \_\_\_\_\_ 6 months: \_\_\_\_\_ Year: \_\_\_\_\_

During your last year of employment: how many unscheduled non-sick days or partial days did you take? \_\_\_\_\_

If required, are you willing to wear work boots every day? Yes [ ] No [ ]

The work here is hot in the summer, cold in the winter. It can be wet and rainy. It can be dusty. Sometimes yellow jackets are flying around. Are you willing to work under those conditions? Yes [ ] No [ ]

Are you allergic to yellow jackets? Yes [ ] No [ ]

Do you have any physical limitations that prevent you from doing certain types of work? Yes [ ] No [ ]

If yes, please describe any special accommodations needed:

---

Have you had any serious illness, injuries, or back problems in the past 5 years? Yes [ ] No [ ]

If yes, describe: \_\_\_\_\_

---

Can you lift 75 pounds? Yes [ ] No [ ] (Do not exclude yourself if you cannot.)

I have answered all questions honestly.

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

List your references in reverse order beginning with the present or most current employer.

This section MUST be completely filled out. Please read carefully and make sure to list all of the information requested. If information in this section is missing, your application may not be considered

<b><u>Company Information</u></b> Company name, address, Phone number, contact person	Position	Start – End Dates	Ending salary	Reason for leaving

If you have other relevant experience, please attach. You may use the bottom of this page also!