

## **CARDBOARD BALER / BOOK TEARER WANTED!**

TO BE CONSIDERED FOR EMPLOYMENT, SERIOUS CANDIDATES MUST APPLY IN PERSON. Applications and resumes will not be reviewed on Facebook, Craigslist, or Indeed.

Earthworks Recycling is looking for a part time/full time cardboard baler and book tearer for our Recycling Center. Primary duties will pertain to baling cardboard, outside- in all weather. Additional duties may include sorting and tearing books and magazines and general yard clean-up in the same weather conditions.

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 to be able to tear covers off encyclopedias as well as other hardback books.

Must be able to work Saturdays with split days off. Must be a non-smoker or user of any Tobacco/Nicotine/E-Cigarettes, or Marijuana products. Must be fluent in English. Cannot have a police record because of some materials we handle.

Wage starts at \$13.69 plus state mandated benefits.

How to Apply: This job is not posted on our website. We're looking for serious applicants only, so you must come in and pick up an application in person at 1904 E Broadway, Spokane (Broadway and Napa) between 8:00AM and 4:30 pm 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

[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 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: \_\_\_\_\_

# Recycling Center—Cardboard Baler/Book Tearer Application Rev. 21.1.23

**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 \_\_\_\_\_  
(first, middle, last)

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 5pm 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"):

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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

Are you willing to 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? \_\_\_\_\_

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 \_\_\_\_\_

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>Company Information</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!