

## Cashier/Retail Position for Surplus Store

Earthworks Recycling is looking for a cashier/retail worker for our warehouse/junk store that has been open for 3 years. Duties will vary from day to day and involve organizing (or reorganizing), pricing items, cleaning, painting, sweeping, stocking shelves, keeping track of inventory, cash handling, creating and posting Craigslist and EBay ads, researching products (and reporting findings), and providing great customer service!

The ideal person for this position will work closely with the owner and warehouse manager, but also needs to be self motivated to keep busy without supervision. Must be detail oriented, able and willing to follow checklists, safety conscious, able to adapt to changing and evolving instructions on short notice, able to take orders, able to operate a cash register, willing to write down tasks and follow through, and able to work in warehouse environment with less than ideal temperatures at times.

The ideal candidate for this position will be an active "hands on" person, a quick thinker, someone who takes initiative and has a positive attitude! Must be a non-smoker without a criminal record.

How to Apply: We're looking for job seekers who will print out our application at [EarthworksRecycling.com](http://EarthworksRecycling.com) or pick one up at 1904 E Broadway during business hours. Turn in your completed application in person. Questions? Call 509-534-1638 ask for Jim.

**Do not** e-mail a resume, it will be deleted. Do not mail applications, they will be recycled. **NO** interviews over the phone.

Earthworks Recycling, Inc.  
1904 E Broadway Ave, Spokane  
(Broadway and Napa)  
Phone: (509) 534-1638  
[www.EarthworksRecycling.com](http://www.EarthworksRecycling.com)

## **Benefits for full time employees:**

**\*After 3 months: Profit sharing based on length of work.**

**\*After 6 months: 3 paid holidays - July 4, Thanksgiving Day and Christmas Day.**

**\*Vacation: After 6 months- One paid day off and one sick day**

**After 1 year-Three paid days off and two sick days**

**After 3 years -Five paid days off and two sick days**

**\*Small Christmas bonus**

**\*Health Insurance for full time employees. We pay 75% of the premiums.**

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

# Cashier/Retail Application

**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 store is open Tuesday thru Saturday. Are you willing to work these days?**

Yes  No

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

Do you have any cash handling experience? Yes No

Where?

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What retail experience do you have, if any? \_\_\_\_\_

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Do you have experience using the internet, and Microsoft Office (Word, Excel) Yes No

Where?

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Do you have experience posting Craigslist and Ebay ads? Yes No

Where? \_\_\_\_\_

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

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 chew tobacco? Yes No

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? \_\_\_\_\_

How many days of work have you missed in the last year not due to illness?

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 50 pounds? Yes No (Do not exclude yourself if you cannot.)

I have answered all questions honestly.

Signature \_\_\_\_\_

**(Continued next page)**

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 will 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 the next page also!**