



DOUGLAS COUNTY SOLID WASTE PROGRAMS

140 19TH STREET NW, SUITE B • EAST WENATCHEE, WA 98802-4191
PHONE: (509)886-0899 • FAX: (509)884-5350
www.douglascountywa.net/departments/solid-waste

SUMMER YOUTH LITTER CREW APPLICATION

APPLICATION DEADLINE May 10, 2024

The purpose of this Litter Control Program is to provide summer employment opportunities to students as well as increase the students' awareness of the need for waste reduction, recycling, and litter control.

PLEASE READ CAREFULLY:

Applicants must meet **ALL** the following requirements to be considered for summer employment.

Applicants: Must be 14 – 18 years old and a full-time student at a Chelan or Douglas County school on June 24th, 2024, the first day of employment.

Availability: Must be available to work a full work session. The work session is June 24 – August 15, 2024, with July 4th off. Workdays are Monday – Thursday, 6:45a.m. – 3:00p.m. Prior commitments such as camps and vacations will be taken into consideration when selecting applicants. Prior commitments must be conveyed in the application.

Social Security Card: Must have a current Social Security card at the time of application.

Proof of Right to Work: Must provide documentation of either your United States citizenship or your legal right to work in the United States at the time of application.

Complete Applications: Student must fill out the *Douglas County Employment Application*. All applications for employment must be legible, complete, and signed. Incomplete or illegible applications will NOT be accepted.

References: Applicant must provide at least **TWO** personal references as well as attach **TWO** signed *School Reference Forms*.

Interviews: All applicants must successfully complete an oral interview. Failure to participate in the oral interview will disqualify the applicant from consideration for this season.

APPLICATION SUBMISSION:

Douglas County Employment Applications must be legible, complete, signed, and accompanied by two personal references as well as two signed *School Reference Forms*. Completed applications may be mailed or dropped off by the applicant in the office Monday – Friday, 8a.m.-5p.m. The forms must be postmarked or delivered by the **May 10th deadline at 5p.m. PST. No faxed applications will be accepted.**

Address:

*Douglas County Solid Waste Programs
140 19th St. NW Suite B
East Wenatchee, WA 98802*



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HIRING PROCESS:

Once your application is submitted, the Solid Waste Department will screen the applicants for those in which they believe should be interviewed for a possible summer litter crew position. The applicants that are selected to move on to the interview process will be notified via phone and scheduled for an interview. Those who are not selected will be notified via email. **It is required that all selected applicants participate in the interview process.** Hiring will be based on the interview results. The Solid Waste Office will inform all selected summer litter crew members via phone of their offer of employment and send an email containing the next steps in the process. **A mandatory Parents night on June 13th, 2024, will be held in which at least one guardian and the applicant must participate.**

This summer youth program is made possible through the Waste Reduction, Recycling and Model Litter Control Act. It is funded through the Washington State Department of Ecology Community Litter Control Program.



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FILL OUT THE FOLLOWING FORMS COMPLETELY

Are you a former Summer Litter Crew Member? Yes: _____ No: _____

List any previous experience you have gained through employment, volunteer work, community projects, or other organizations. (Provide the dates worked and describe the nature of the project/organization.)

What was it about this job post that enticed you to apply?

Describe any special skills or capabilities that you possess that might relate to this employment opportunity.

What are you hoping to get out of this job opportunity?

How will this opportunity aid you in your future endeavors?

Describe your character in a couple of sentences.

Who inspires you to reach your goals and why?

What is something outside of work or school that you are passionate about and why?

What does your ideal work environment look like?



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CONTACT INFORMATION:

Name: _____
(First) (Last)

Phone: _____ Email: _____

Address: _____

EMERGENCY CONTACT:

Name: _____
(First) (Last)

Relationship: (parent/guardian) _____ Email: _____

Address: _____

Phone: _____ Work Phone: _____

I certify that the information that has been provided on this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in the rejection of my application or my termination if employed.

SIGNATURE OF APPLICANT: _____ **Date:** _____



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Douglas County Youth Litter Control Program *School Reference Form*

NAME OF STUDENT APPLYING: _____

Instruction to Student:

Before submitting this form with your *Summer Litter Crew Application*, double check to make certain that it has been signed and dated by your school reference (teacher, counselor, administrator, or coach).

Two School Reference Forms are required for your application to be considered complete.

The Douglas County Solid Waste Litter Control Program is a youth employment program administered by the Douglas County Solid Waste Program Office. The program is open to all students in Douglas and Chelan County schools who are between the ages of 14 and 18.

The ideal candidate for employment is honest, hardworking, reliable, and a team player. The above student is applying for a position with this program and part of the application process is to have a teacher, counselor, administrator, or coach complete this reference form.

Please take a few minutes to evaluate the above student on the following points:

	Always	Usually	Sometimes	Never
Has good attendance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes assigned tasks:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participates in a group setting:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is self-motivated:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gets along well with others:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willing to follow the rules:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays leadership ability:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes direction well:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acts responsibly:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ADDITIONAL COMMENTS: _____

Name of Evaluator: _____ Date: _____

Title: _____



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DOUGLAS COUNTY, WASHINGTON

EMPLOYMENT APPLICATION



For Office Use Only

Date Received: _____ By: _____ Application Complete? Yes No

PLEASE TYPE OR PRINT - FULLY ANSWER ALL QUESTIONS - USE INK ONLY
An Incomplete Application May Delay Action or Not Be Accepted

Position Desired: _____

Department: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Mailing Address: _____
Street or P.O. Box City State Zip

Phone: _____
Cell Work

Have you ever been employed by the County? Yes No Dates: From: _____ To: _____

Do you have relatives employed by the County? Yes No If yes, who? _____
[There are some limitations on employment of relatives to avoid conflicts of interest. Each case is considered separately.]

Have you ever been a member of PERS (Public Employees Retirement System)? Yes No If yes, and you become employed by Douglas County, you will be required to fill out a PERS Eligibility Work Sheet prior to employment (RCW 41.50.130).

Do you have a valid driver's license? Yes No State: _____ Number: _____

You must notify the hiring department if you change your mailing address. Information you provide in this application will be used to evaluate if you will be invited to interview or test for the position. Use your best efforts completing this application. If you require an accommodation to participate in this application or any testing process, then please notify the hiring department head prior to the closing date listed on the notice for this position.



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EDUCATION AND TRAINING

Have you graduated from High School or received a GED? Yes No If no, highest grade? _____

<u>University, College, and Voc-Tech Education</u>	<u>Degree/Certificate</u>	<u>Date Awarded</u>
_____	_____	_____
_____	_____	_____

<u>Professional and Trade Licenses</u>	<u>Issued By</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____

Have you completed an apprenticeship? Yes No Which craft(s)? _____

SPECIAL SKILLS AND QUALIFICATIONS

(Write Number of Years' Experience on the Line Next to Each Skill)

List any Special Skills possessed or Specialty Equipment you can operate:

List any foreign languages you speak or comprehend:

Speak: Fluent Good Fair
Comprehend: Fluent Good Fair

List any other skills, abilities or experience you possess that you believe may be relevant to this position:

REFERENCES

Provide the name, address, and telephone number of three persons whom Douglas County may contact, other than former employers or your relatives, who have knowledge of your work habits and abilities, and have known you at least 1 year:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



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PROOF OF RIGHT TO WORK REQUIRED. You must provide documentation of either your United States citizenship or your legal right to work in the United States within three (3) days after being employed.

PHOTOGRAPH IDENTIFICATION NECESSARY. You must submit a copy of an official federal or state photograph identification card with this application. Examples of such identification are: driver's license, state identification card, passport, and military identification. Examination of the original document is required prior to any offer of employment.

PRE-EMPLOYMENT PHYSICAL EXAMINATION MAY BE REQUIRED. Douglas County is concerned that every county employee have the physical ability to safely perform his or her essential job functions. If you are offered employment, Douglas County may require a pre-employment physical examination. The physical examination is intended to evaluate whether or not you can safely perform essential job functions without risks to yourself, co-workers and/or the public.

RANDOM DRUG TESTING. Employees holding jobs that are Safety Sensitive Positions are required, under federal law, to participate in random drug and alcohol testing programs. An example of a Safety Sensitive Position is one requiring a valid Commercial Driver's License. Douglas County strongly supports maintaining a Drug Free Work Place.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT. As an equal opportunity employer, Douglas County does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disability, marital status, prior military service, political affiliation, or any other legally protected status. Douglas County is willing to accommodate disabled individuals to allow for an equal opportunity to interview for this position. Please contact the Department posting this position for more information.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

I hereby certify that all statements made in this application are complete and true, to the best of my knowledge. I understand and agree that any false or misleading statement shall be considered sufficient cause for employment disqualification or discharge from employment.

I authorize my current and former employer(s) to provide Douglas County all available information regarding my current and former employment. I authorize all schools, colleges and universities that I have attended to provide Douglas County all available information regarding my education. I understand that such information may or may not be favorable. I hereby release my current and former employer(s), the educational institutions I have attended, the references I have listed, and Douglas County, and their employees, from any and all claims, liability and damages resulting from the release of information to Douglas County.

I am willing to take a pre-employment physical examination, if I am offered employment. I understand that, as a condition of employment, I must provide documentation to Douglas County within three (3) days after my employment to prove United States citizenship or the right to work in the United States.

I authorize Douglas County to investigate any of the information in this application. If driving a motor vehicle is an essential function of the position applied for, then I authorize Douglas County to review all driving record information available through the Department of Licensing.

Date: _____

Applicant's Signature: _____



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EMPLOYMENT EXPERIENCE

List all jobs you have held during the past 10 years. Begin with your current or most recent job. List any periods of unemployment or education. If needed, additional pages may be obtained from Douglas County, or you may copy this page. Complete this form even if submitting a resume.

Title: _____	Employer: _____
From: _____ To: _____	Address: _____
Wage: \$ _____	City/State: _____
<input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly	Phone: _____
Hours per Week: _____	Supervisor's Name: _____
Number of Employee's you supervised: _____	Supervisor's Title: _____
Reason for Leaving: _____	
Duties: _____	

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