

**HUMBOLDT WASTE MANAGEMENT AUTHORITY**  
**1059 W. HAWTHORNE STREET**  
**EUREKA, CA 95501**  
**(707) 268-8680**  
**www.hwma.net**  
**email for applications: tegerer@hwma.net**



**EMPLOYMENT APPLICATION FOR:** \_\_\_\_\_

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but is merely intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law. For certain jobs with special needs, the Authority has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment for a job requiring the examination and testing, it is recommended that you not submit an application.

<b>PERSONAL INFORMATION</b>				
1. Name (Last, First Middle)		2. Driver's License (State & Number)		
3. Address (street address)		4. Home Telephone Number	5. Alternate Phone Number	
(City, State, Zip)		6. E-mail address		
7. Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? <i>If no, list any functions you cannot perform under Item 17.</i>	Yes      No	12. How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?	2018 _____ 2019 _____ 2020 _____	
8. If hired, can you furnish proof that you are over 18 years of age?	Yes      No	13A. Do you have adequate transportation to/from work? 13B. Do you have a valid Driver's License?	Yes      No	
9. Have you previously worked for Humboldt Waste Management Authority? <i>If yes, in Item 17 list department, position and dates of employment.</i>	Yes      No			
10. Do you have any gaps in your employment history? <i>If yes, explain in Item 17 below.</i>	Yes      No			
11. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 17 below.</i>	Yes      No			
14. Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (proof of citizenship or immigration status will be required upon employment)		Yes	No	
NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.				
15. Use this space to explain any of the above questions. Attach additional 8 1/2" by 11" sheets if needed.				
<b>EDUCATION</b>				
School Level	Names and Location of School Attended	Graduated		Major Subject/Degree Received
		Yes	No	
High School				
College				
Other				



## REFERENCES

Provide the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Acquainted

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact HWMA's decision to hire you.

Yes. There is an issue(s)/incident(s) that may impact HWMA's hiring decision.

No. There is no issue(s)/incident(s) that may impact HWMA's hiring decision.

PLEASE TAKE NOTICE that if you do not disclose an issue/incident, and HWMA later discovers you did not disclose such issue, the HWMA MAY REJECT YOUR APPLICATION if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

---

---

---

---

### APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I UNDERSTAND THAT HWMA MAY REJECT MY APPLICATION IF IT DISCOVERS AN ISSUE(S)/INCIDENT(S) WHICH OCCURRED DURING MY CURRENT OR FORMER EMPLOYMENT, AND I DID NOT DISCLOSE SUCH ON THIS JOB APPLICATION. I ALSO UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR INCORRECT STATEMENTS MAY RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS OR DISMISSAL FROM EMPLOYMENT WITH HWMA.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH HWMA WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND HWMA MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR CONDUCT UNLESS AN AUTHORIZED EXECUTIVE OF HWMA SPECIFICALLY ACKNOWLEDGES SUCH CHANGE IN WRITING.

Signature of Applicant (required):

Date:



**AUTHORIZATION FOR BACKGROUND INVESTIGATION**  
(Applicant to Complete and Return)

I, \_\_\_\_\_, hereby authorize Humboldt Waste Management Authority (HWMA) and Pre-Employ.com to obtain a "background investigation report" as part of its pre-employment background check. I understand that this background investigation report addresses the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;

I further authorize all my previous employers, educational institutions and consumer reporting agencies to provide such information about me to HWMA or any other entity that obtains information for HWMA. I release all respondents from any liability for releasing information.

I understand that HWMA and its agents are not responsible for the accuracy or completeness of the information contained in any background investigation report. I release HWMA and its agents from all liability, claims and lawsuits with respect to the information obtained from any or all of the sources consulted in the investigation.

I understand that I will receive a free copy of any background investigation and/or consumer report requested by HWMA. (Check the box below if you would like a copy of the report sent to you.)

This authorization in original or copy form shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act and the California Investigative Reporting Agencies Act, I will be notified by HWMA if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that pursuant to the Fair Credit Reporting Act, if requested within 60 days, I will be given full disclosure as to the nature and substance of all information provided to HWMA.

I understand that this authorization is not an offer for employment by HWMA, and that any false or misleading information I have provided to HWMA may result in a refusal to hire, promote, reassign or continue employment. I have received and read the attached disclosure regarding HWMA's right to obtain a background investigation report for employment purposes, and I authorize HWMA to obtain such a report.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Name

Yes, I wish to receive a copy of any background investigation report requested about me by HWMA.

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION  
(Applicant to Retain Disclosure)**

PLEASE BE ADVISED THAT Humboldt Waste Management Authority (HWMA) may obtain a “background investigation report” (sometimes called a “consumer report” or an “investigative report”) about you as part of its pre-employment background check of your application for employment. HWMA may obtain a background investigation report on all final applicants for the position you have applied for in order to assist it in making its hiring decisions. HWMA has an outside investigation company, Pre-Employ.com, Inc., conduct the investigation and prepare the report. This background investigation report may include, in whole or in part, information about your character, general reputation, personal characteristics, and mode of living, including information about the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;
- Credit worthiness, credit standing and credit history.

If you wish HWMA to consider you for employment, please sign the attached authorization, which authorizes HWMA to obtain this background investigation report.



## **JOB DESCRIPTION**

### **SCALE ATTENDANT**

#### **SUMMARY**

This is a full-time, non-exempt position with technical and financial responsibilities and requires contact with the general public.

The Scale Attendant operates the Authority scale and scale-computer system; interacts with franchise, commercial, and residential customers; handles cash transactions; handles CRV buyback transactions. Employees in this position work directly with numerous members of the public.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory personnel. Exercises no direct supervision over staff.

#### **TYPICAL DUTIES**

- Operates the scale system at the Hawthorne Street Transfer Station.
- Operates the cash register and scale system in the Eureka Recycling Center
- Enters transaction information into the scale computer.
- Handles cash transactions with customers.
- Balances cash drawer.
- Provides information to customers as necessary.
- Performs basic maintenance and cleaning of facility and grounds.
- Follows opening and closing procedures for the scale/scale computer system.
- Attends staff training and coordination meetings.
- Maintains familiarity with State weighmaster regulations
- Provides weekend or occasional supervisory coverage as necessary
- Performs other duties as assigned by the Supervisor.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Computer operation.
- Cash Register Operations.

##### **Skill in:**

- Dealing with the public.
- Counting money and handling cash.
- Following oral and written directions.

**EXPERIENCE AND EDUCATION**

- High School Diploma or GED.
- Any combination of experience and education that could provide entry level knowledge of computer operations.
- Any training or certification required by applicable law for performing the requirements of this position.

**SPECIAL QUALIFICATIONS AND/OR LICENSES**

- Must have valid California drivers' license.