



April 2018

**SUPPLEMENTAL QUESTIONS FOR
RECYCLING COORDINATOR**

This Supplemental Application constitutes a portion of the examination process and must be submitted with the standard Salinas Valley Solid Waste Authority application. An incomplete standard application and/or supplemental application will be considered invalid and rejected.

Instructions: Write your responses to each item on separate sheets of paper and be sure to identify each page with your name. You may submit a resume to further explain your qualifications; however, the resume will not serve as a substitute for the required information in either the standard application or this supplemental questionnaire. Because the information you provide will be rated based upon the amount and type of experience and/or training that you possess, it is important that you are thorough yet concise in your responses. Placement on the hiring list will be in order of the ratings received from the review of your background as presented in your application materials.

1. Please describe your experience developing and implementing waste diversion and recycling programs. Be sure to include where you obtained the experience and your specific role and responsibilities.
2. Please describe your experience in developing and coordinating promotional programs such as writing/designing brochures, handling advertising and other media, and organizing events, including educational programs. Be specific in your answer and **provide a one to two-page sample of your work from your current or previous job** (attach your sample to this questionnaire).
3. Do you have any formal training beyond high school related to the Recycling Coordinator position? If so, please describe and explain how you think the training is related. (If you are seeking to meet the minimum qualifications based upon your education, you will need to list the coursework completed, what school you attended, and the number of units earned.)
4. Describe your experience in making presentations before large groups. Include the specifics of your experience such as the purpose of your presentation, the intended audience, and materials and equipment used.
5. The Recycling Coordinator is a supervisory position. Describe your experience in this area.

Before any hiring decisions are made, the candidate's background will be verified through reference checks. It is important that the information provided be truthful and accurate. To certify the accuracy of the information provided, please read and sign/date below.

I hereby certify that all statements in these application materials are true and complete to the best of my knowledge.

Print Name

Signature

Date