



RECREATION AIDE/LEADER APPLICATION
SUPPLEMENTAL QUESTIONNAIRE

Thank you for applying for a Recreation Aide and/or Recreation Leader position with the City of Oakley. Please complete this supplemental questionnaire and return it with your application. This document contains extremely important requirements for availability and scheduling. **It is important that you read this information carefully.**

Position Applied For _____

Some of our positions have a minimum age requirement, which relates back to the essential duties to be performed and allowing for background checks that must be conducted to ensure youth safety. If you are applying for the **Recreation Leader** position, please confirm you meet the minimum age requirement below.

I am at least 18 years of age Yes No

Today's Date _____
Name _____
Address _____
City, State, Zip Code _____
Email Address _____
Home Phone _____
Cell Phone _____
Number of Years of Experience _____

SUPPLEMENTAL INFORMATION

1. List three reasons you are interested in working for the City of Oakley as a Recreation Aide/Leader:

1.
2.
3.

2. Please give an example of a time when you provided excellent customer service for a previous employer or during a work or volunteer setting.

3. Rank your preferences for the age ranges in which you are most comfortable working.

(1- 1st choice, 2- 2nd choice, 3- 3rd choice)

___ 6-7 yrs ___ 8-9 yrs ___ 10-11 yrs ___ 12 and up

4. Which certifications do you currently have? *(If you have certification please list expiration dates. Current certification is not required, but candidate must complete the certification class offered by the City of Oakley.)*

Expiration Date

First Aid Certificate

CPR/AED for the Professional Rescuer

SUMMER AVAILABILITY

I am available to work the Summer Camp 2016 *(June 6, 2016 to July 16, 2016)*

I am available to work after Camp:

Movie in the Plaza- *(Saturday, July 30; Saturday, Aug.27; Sept. 24; Saturday, Oct. 1)*

Main Street Car Show & Concert- *(July 23)*

Oakley's Annual Kids Fishing Derby- *(Saturday, August 13)*

Concert in the Park – *(Saturday, August 20)*

Heart of Oakley Festival- *(Saturday, September 17)*

I would be interested in working After School Program *(Monday through Thursday mid-August 2016 - May 2017)*

The first day I am available to work is:

My last day of work for the summer is:

SUMMER AVAILABILITY REQUIREMENTS

Please complete the Summer Availability section on the following page.

I certify that all of the statements made on this questionnaire are true and I understand and agree that any misstatement or omission may cause forfeiture of my eligibility for employment with the City of Oakley.

Applicant Signature

Date

SUMMER AVAILABILITY/TIME OFF REQUEST

Recreation Aide/Leader shifts are **generally Monday through Friday between 8am and 5pm, and special events in the evenings and weekends**. Please use the calendar below to fill in the time range you are **available** for each day or indicate OPEN if you have open availability. *If you are not available on a specific day, put an (X) in the box.* Please note that placing an X is a **request** for a day off and is not guaranteed to be approved.

Week 1: June 6 – June 11 (Mandatory Staff Training Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 2: June 12 - June 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 3: June 19 – June 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 4: June 26- July 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Required

Week 5: July 3 - July 9

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 6: July 10 - July 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please Read and initial

I understand that mandatory training will take place over the course of the week of June 6^h to 11th. _____

I understand that excessive time-off requests may remove an applicant from consideration. _____

I understand that placing an X in a day is only a request and may be denied. _____

I understand that my availability for special events will be taken into consideration for employment. _____

I understand that my performance will be evaluated during the course of my employment and that this evaluation will be used to determine whether I will be invited to continue as a one of the limited number of positions available with City of Oakley Recreation Division. _____