



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.

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

Position Applied For

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

(1- 1<sup>st</sup> choice, 2- 2<sup>nd</sup> choice, 3- 3<sup>rd</sup> choice)

\_\_\_ 6-7 yrs      \_\_\_ 8-9 yrs      \_\_\_ 10-11 yrs      \_\_\_ 12 yrs and older

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 during the mandatory training week.)*

Expiration Date

First Aid Certificate

\_\_\_\_\_

CPR/AED for the Professional Rescuer

\_\_\_\_\_

**SUMMER AVAILABILITY**

I am available to work the Summer Camp 2017 *(June 12, 2017 to July 21, 2017)*

I am available to work after Camp:

- Movie in the Plaza- *(Saturday, June 17; Saturday, July 22; August 19; Saturday, September 9)*
- Main Street Car Show & Concert- *(July 29)*
- Oakley's Annual Kids Fishing Derby- *(Saturday, August 12)*
- Concert in the Park – *(Saturday, August 26)*
- Heart of Oakley Festival- *(Saturday, September 23)*

I would be interested in working After School Program *(Monday through Thursday mid-August 2017 - May 2018)*

The first day I am available to work is: \_\_\_\_\_

My last day of work for the summer is: \_\_\_\_\_



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**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 12 – June 17 (Mandatory Staff Training Week)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Week 2: June 18 - June 24**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Week 3: June 25 – July 1**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday <b>Required</b>

**Week 4: July 2- July 8**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Week 5: July 9 - July 15**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Week 6: July 16 - July 22**

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 12<sup>th</sup> to the 16<sup>th</sup>.  
\_\_\_\_\_

I understand that excessive time-off requests may remove an applicant, including myself 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 if selected for the position, 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. \_\_\_\_\_