



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, school activity, or in a 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 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.)

ExpirationDate

Red Cross First Aid Certificate

\_\_\_\_\_

Red Cross CPR/AED

\_\_\_\_\_

SUMMER AVAILABILITY

I am available to work the Summer Camp 2018 Season (June 11<sup>th</sup> - July 20<sup>th</sup>)

I am available to work at special events, after Camp Season: (please check all that apply)

Movie in the Plaza- (Saturday, June 16; Saturday, July 21; Saturday, Aug. 4; Saturday, Sept. 8; Saturday, Oct. 13)

Main Street Car Show- (Saturday, July 28)

Summer Concert in the Park - (Saturday, August 25)

Oakley's Annual Kids Fishing Derby- (Saturday, August 11)

Heart of Oakley Festival- (Saturday, September 22)

I would be interested in working After School Program (Monday through Thursday mid-August 2018 - May 2019)

The first day I am available to work is:

\_\_\_\_\_

My last day of work for the summer is:

\_\_\_\_\_

SUMMER AVAILABILITY REQUIREMENTS

Please fill out the reverse side of this page to indicate Summer Availability.

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.** An official request off form will need to be submitted.

Week 1: June 11 – June 16 (Mandatory Staff Training Week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 2: June 17 - June 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 3: June 24– June 30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 4: July 1- July 7

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>HOLIDAY OFF</b>			

Week 5: July 8 - July 14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Week 6: July 15 - July 21

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 11<sup>th</sup> to 15<sup>th</sup>. \_\_\_\_\_

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. \_\_\_\_\_