

Pre-Interview questionnaire  
Summer Staff 2022

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

1. If hired, please indicate your grade level preference a 1 to 5, in the order of your group preferences. (1 being top preference)  
\_\_\_ Kindergarten \_\_\_ 1<sup>st</sup>/2<sup>nd</sup> grade \_\_\_ 3<sup>rd</sup>/ 4<sup>th</sup> grade \_\_\_ 5<sup>th</sup> /6<sup>th</sup> grade \_\_\_ 7<sup>th</sup> - 9<sup>th</sup> grade

2. If hired, please indicate what size staff shirt would you prefer?  
\_\_\_ Small \_\_\_ Medium \_\_\_ Large \_\_\_ X-Large \_\_\_ 2XL \_\_\_ 3XL \_\_\_ 4XL

3. If hired, Each staff is required give availability at least 4 total Pre/Post shifts. Please check which days you CAN work.

Pre-Camp from 6:45-9:00 am on ☐ M ☐ T ☐ W ☐ Th ☐ F

Post-Camp from 3:00-6:15 pm on ☐ M ☐ T ☐ W ☐ Th ☐ F

Unknown at this point in time ☐ Unknown, will send later.

4. Are you currently working, or have you ever worked for the Alsip Park District? ☐ Yes ☐ No  
If so, please list position(s) and dates of employment.

\_\_\_\_\_  
\_\_\_\_\_

5. Please select the positions you are interested in being considered for:

- ☐ Summer Day Camp Counselor  
☐ Summer Day Camp Group Leader (minimum 21 years of age)  
☐ Summer Kiddie Camp Counselor  
☐ Summer Day Substitute

6. Please explain why you feel you are the most qualified candidate for this position, highlighting specific skills, personal attributes or other experience and knowledge that you will bring to the position.

\_\_\_\_\_  
\_\_\_\_\_

7. Some positions may require driving an Alsip Park District Vehicle. The Illinois Vehicle Code (625 ILCS 5/6-104) states that drivers are required to be at least 21 years of age to transport school age children. Do you meet this requirement? ☐ Yes ☐ No

If Yes, do you have a valid Illinois Driver's License? ☐ Yes ☐ No

8. If hired, are you able to attend the mandatory training week of May 31<sup>st</sup> through June 3<sup>rd</sup>?  
☐ Yes ☐ No

9. If hired, do you understand that days off will not be permitted, unless it is an emergency with documentation provided? ☐ I understand

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Day Camp Site Leader - Seasonal

Day Camp Seasonal • Alsip, Illinois

**JOB SUMMARY:** The Day Camp Group Leader is responsible for supervising counselors, inclusion aides and Counselors in training assigned to the camp group, assisting in planning and implementing creative lesson plans, planning and implementing all camp large scale activities and events, acting as liaison between parents and staff, creating effective communication pieces for parents, and leading special events and field trips, as well as other basic duties.

**LOCATION:** Apollo Recreation Center, 12521 S. Kostner Ave., Alsip, IL. 60803

**QUALIFICATIONS:** We are looking for fun, creative individuals that will share their passion with our campers and staff. Applicants should have experience working with children and supervising employees. The qualified individual will be able to communicate clearly and effectively, with a minimum of two years of high school completed. Experience in day camp programs and current CPR/First Aid certification preferred.

**Hours/Pay:** This is a part-time, seasonal position which typically runs for 10 weeks (1 week of training, 5/27-6/4 and 9 weeks of camp, 6/6 – 8/5) Monday through Friday. Required hours are 8:30am - 3:15pm with extended hour availability for before and after camp programs. Availability to work the entire day camp season is required. Pay rate is \$13.00-\$13.50 per hour.

**How to Apply:** Fill out an application, which can be found at [www.alsipparks.org](http://www.alsipparks.org) or you may get one from the Apollo Recreation Center. For further information please e-mail Rebecca Perkaus, Recreation Supervisor at [rperkaus@alsipparks.org](mailto:rperkaus@alsipparks.org) or call 708-389-1003.

# Day Camp Counselor - Seasonal

Day Camp Seasonal • Alsip, Illinois

**JOB SUMMARY:** The Camp Counselor is responsible for planning, organizing, implementing, and supervising a comprehensive program for day camp participants of various ages. Counselors must work without direct supervision to assemble and administer age-appropriate events for children ages 3-14.

**LOCATION:** Apollo Recreation Center, 12521 S. Kostner Ave., Alsip, IL. 60803

**QUALIFICATIONS:** The qualified individual will be able to communicate clearly and effectively, with a minimum of two years of high school completed. Experience in day camp programs and current CPR/First Aid certification preferred.

**Hours/Pay:** This is a part-time, seasonal position which typically runs for 10 weeks (1 week of training, 5/31-6/4 and 9 weeks of camp, 6/6 – 8/5) Monday through Friday. Required hours are 8:30am - 3:15pm with extended hour availability for before and after camp programs. Pay rate is \$12.00-\$12.50 per hour.

**How to Apply:** Fill out an application, which can be found at [www.alsipparks.org](http://www.alsipparks.org) or you may get one from the Apollo Recreation Center. For further information please e-mail Rebecca Perkaus, Recreation Supervisor at [rperkaus@alsipparks.org](mailto:rperkaus@alsipparks.org) or call 708-389-1003.

# Kiddie Camp Counselor - Seasonal

Day Camp Seasonal • Alsip, Illinois

**JOB SUMMARY:** The Kiddie Camp Counselor is responsible for planning, organizing, implementing, and supervising a comprehensive program for day camp participants of various ages. Counselors must work without direct supervision to assemble and administer age-appropriate events for children ages 3-4.

**LOCATION:** Apollo Recreation Center, 12521 S. Kostner Ave., Alsip, IL. 60803

**QUALIFICATIONS:** The qualified individual will be able to communicate clearly and effectively, with a minimum of two years of high school completed. Experience in day camp programs and current CPR/First Aid certification preferred.

**Hours/Pay:** This is a part-time, seasonal position which typically runs for 9 weeks (1 week of training, 5/31-6/4 and 8 weeks of camp, 6/6 – 8/5) Monday through Thursday. Required hours are 8:30am - 12:15pm. Pay rate is \$12.00-\$12.50 per hour.

**How to Apply:** Fill out an application, which can be found at [www.alsipparks.org](http://www.alsipparks.org) or you may get one from the Apollo Recreation Center. For further information please e-mail Rebecca Perkaus, Recreation Supervisor at [rperkaus@alsipparks.org](mailto:rperkaus@alsipparks.org) or call 708-389-1003.

# Camp Substitute - Seasonal

Day Camp Seasonal • Alsip, Illinois

**JOB SUMMARY:** The Camp Substitute is responsible filling in for a camp counselor or kiddie camp counselor when/if they are not able to attend their position. The camp substitute is for implementing and supervising a comprehensive program for day camp participants of various ages. Counselors must work without direct supervision to assemble and administer age-appropriate events for children ages 3-14.

**LOCATION:** Apollo Recreation Center, 12521 S. Kostner Ave., Alsip, IL. 60803

**QUALIFICATIONS:** The qualified individual will be able to communicate clearly and effectively, with a minimum of two years of high school completed. Experience in day camp programs and current CPR/First Aid certification preferred.

**Hours/Pay:** This is a part-time, seasonal position which typically runs for 10 weeks (1 week of training, 5/31-6/4 and 9 weeks of camp, 6/6 – 8/5) Monday through Friday. Substitutes will be called when it is needed to fill a shift for a day up to multiple days. Typical hours are 8:30am - 3:15pm with possible extended hours for before and after camp programs, depending on what shift they are covering. Pay rate is \$12.00-\$12.50 per hour.

**How to Apply:** Fill out an application, which can be found at [www.alsipparks.org](http://www.alsipparks.org) or you may get one from the Apollo Recreation Center. For further information please e-mail Rebecca Perkaus, Recreation Supervisor at [rperkaus@alsipparks.org](mailto:rperkaus@alsipparks.org) or call 708-389-1003.

# ALSIP PARK DISTRICT EMPLOYMENT APPLICATION

ALSIP PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Alsip Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. THOSE APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE BUSINESS OFFICE.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_

Driver's License # \_\_\_\_\_ (If driving is an essential job function.)

If you are under 18 years of age and it is required, can you furnish a work permit? ☐ Yes ☐ No

Have you submitted an application here before? ☐ Yes ☐ No

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Application for (check applicable):

<input type="checkbox"/> Parks Department	<input type="checkbox"/> Outdoor Pool	<input type="checkbox"/> Clerical
<input type="checkbox"/> Recreation Department	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Other

Position applied for: \_\_\_\_\_

Available for: ☐ Part Time Employment ☐ Full Time Employment ☐ Seasonal

Will you be able to meet the attendance requirements of the position? ☐ Yes ☐ No

Are you willing to work overtime as required? ☐ Yes ☐ No

Desired salary/wage? \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

**EDUCATIONAL BACKGROUND (fill in below):**

EDUCATION	SCHOOL Name/ Location	Number of Years Completed	MAJOR	YES/NO Degree/ Diploma
High School				
College/ University				
Other Training, Education				

Have you ever been convicted of any felony? \_\_\_\_\_ YES \_\_\_\_\_ NO.

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? \_\_\_\_\_ YES \_\_\_\_\_ NO.

*The district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.*

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you served in the U. S. Armed Forces (include National Guard or Reserves) \_\_\_\_\_? Date of duty: \_\_\_\_\_

Branch of service: \_\_\_\_\_ Applicable skills acquired: \_\_\_\_\_

**WORK HISTORY (fill in below, beginning with most current employment).**

Employer	Address	Phone
Date started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor		
Description of duties		Reason for leaving

Employer	Address	Phone
Date started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor		
Description of duties		Reason for leaving

Employer	Address	Phone
Date started	Starting Position	
Date left	Position on leaving	
Name and title of supervisor		
Description of duties		Reason for leaving

**NOTE: Please explain any gaps in employment.**

**Please list skills, licenses, training, etc. applicable to the position for which you are applying:**




## EMPLOYMENT REFERENCES

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PLEASE LIST THE NAME, ADDRESS AND PHONE NUMBER OF THREE REFERENCES, NOT RELATED TO YOU, THAT WE MAY CONTACT.

1. COMPANY \_\_\_\_\_  
(Check One) \_\_\_\_\_ Past Employer \_\_\_\_\_ Other  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_

(For Office Use Only) \_\_\_\_\_

2. COMPANY \_\_\_\_\_  
(Check One) \_\_\_\_\_ Past Employer \_\_\_\_\_ Other  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_

(For Office Use Only) \_\_\_\_\_

3. COMPANY \_\_\_\_\_  
(Check One) \_\_\_\_\_ Past Employer \_\_\_\_\_ Other  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_

(For Office Use Only) \_\_\_\_\_

Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE ESSENTIAL REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. YOU MAY OBTAIN A COPY OF THE JOB DESCRIPTION AT THE BUSINESS OFFICE.**

Are you capable of performing in a reasonable and safe manner, with or without reasonable accommodation, the essential job duties for the job or position for which you have applied?

Yes \_\_\_\_ No \_\_\_\_

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

*I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION AND HEREBY RELEASE AND WAIVE ANY CLAIM AGAINST THE PARK DISTRICT WHICH MAY ALLEGEDLY ARISE FROM SUCH INVESTIGATION. I FURTHER UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE EITHER CONTAINED IN MY APPLICATION OR GIVEN DURING ANY INTERVIEW AND ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE PARK DISTRICT'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT IS "AT-WILL" AND MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME, AT EITHER MY OR THE PARK DISTRICT'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITION OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE PARK DISTRICT.*

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that if I am hired, I will be required to provide proof of identity and information for compliance with the Immigration Reform and Control Act.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE**

Arrange Interview: \_\_\_\_ YES \_\_\_\_ NO

Date \_\_\_\_\_ Time \_\_\_\_\_

Interviewed by \_\_\_\_\_

Position interviewed for \_\_\_\_\_

Starting date: \_\_\_\_\_

Pre-employment screenings scheduled? \_\_\_\_\_

Hired \_\_\_\_ YES \_\_\_\_ NO Position \_\_\_\_\_

Pay Rate/Salary \$ \_\_\_\_\_ Department \_\_\_\_\_

Hired by \_\_\_\_\_ Date \_\_\_\_\_

**Alsip Park District  
Availability Form**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**I am available for work during the season(s) of:**

☐ Summer      ☐ Fall      ☐ Winter      ☐ Spring

**I am available the day(s) of:**

☐ Mon    ☐ Tues    ☐ Wed    ☐ Thurs    ☐ Fri    ☐ Sat    ☐ Sun

**I am available to work the hours of:**

\_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM)

**I am available for:**

☐ Full Time      ☐ Part Time      ☐ Seasonal

**If available for part time or seasonal work, list why you are limited to working part time or seasonal:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I may be called to work any of the agreed hours listed above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date