

CITY OF EL CERRITO RECREATION DEPARTMENT
RECREATION STAFF INTERVIEW PROCESS

APPLICATION PROCESS

Application Packets must be submitted to the El Cerrito Community Center front office at 7007 Moeser Lane, El Cerrito, CA 94530. Applications will be accepted on an ongoing basis until all positions have been filled. The earlier this packet is returned the better your chance of receiving an interview. You may obtain an application by calling the El Cerrito Community Center at 510-559-7002 or by picking one up at the Community Center. Applications will be accepted until all positions are filled.

THE EXAMINATION PROCESS

The Examination will consist of the Following:

1. Application Packet Screening. The most qualified applicants will be invited to interview. (Packet weighted 20%).
 Packet includes:
 1. 4 page application
 2. Employment Reference-up to 3 may be turned in.
2. Oral Interview (weighted 80%)
3. Work Date Exercise (optional: can earn up to 25% of extra credit)
4. Departmental Interview(s).

Successful applicants will be notified by mail as to the time and location of the oral interview and extra credit work dates.

SKILLS TO POSSESS

1) ability to plan activities, using outside resources. 2) Ability to use common sense when making quick decisions. 3) Self-motivation. 4) Ability to work effectively as part of a team. 5) A positive, friendly attitude. 6) Willingness to learn. 7) Carry out physical tasks requiring stamina, including but not limited to lifting, bending, kneeling, crawling, running and stretching. 8) Ability to communicate clearly, both orally and in writing, with staff and children. 9) Display a high energy and level of enthusiasm.

AGE REQUIREMENTS

If hired, employee must be the following age prior to employment beginning:

- Childcare/ Day Camp Coordinator: Age 21 and up.
- Childcare/Preschool Teacher: Age 18 and up.
- Childcare/Preschool Aide: Age 17 and up.
- Day Camp Assistant Coordinator: Age 20 and up
- Day Camp Counselor: Age 18 and up.
- Day Camp Assistant Counselor: Ages 16-17.
- Lifeguards: Age 15 and up with Certifications.
- Locker Room Attendants: Age 15 and up.
- Volunteer: Age 12 and up.

WORK SCHEDULE

Childcare and Preschool Programs run from September through June (Preschool may run through the summer). Summer Camp programs run June through August. All our programs run Monday-Friday between the hours of 7am and 6pm. Our Pool is open 7 days a week, year round from 6am to 9pm. Employees may be required to work occasionally on evenings or weekends.

NOTIFICATION OF HIRING

All candidates will be notified by mail whether or not they are hired.

APPLICATION FOR EMPLOYMENT

Please print neatly using ink. Do not use pencil. Complete this application thoroughly and accurately. Statements in your application may be subject to verification.

1. EXACT JOB TITLE YOU ARE APPLYING FOR: _____

2. YOUR NAME: _____ <div style="text-align: center; margin-left: 100px;"> First Middle Last </div> OTHER NAMES EMPLOYED UNDER: _____	5. PHONE NUMBER Home: () _____ Message: () _____																		
3. YOUR ADDRESS: _____ <div style="text-align: center; margin-left: 100px;"> # Street Apt. # </div> _____ <div style="text-align: center; margin-left: 100px;"> City State Zip </div> <i>If you move, notify the Recreation Department of you new address and phone number.</i>	6. SOCIAL SECURITY NUMBER: _____																		
4. ARE YOU UNDER 18 YEARS OF AGE ? YES _____ NO _____ ARE YOU UNDER 70 YEARS OF AGE? YES _____ NO _____ <i>(Employment is subject to verification that your age meets any legal requirements for the job applied for.)</i>	7. U.S. CITIZENSHIP: YES _____ NO _____ If NO, Type of VISA: _____																		
IF YOU ARE RESPONDING YES TO ANY OF THE FOLLOWING QUESTIONS, PLEASE GIVE DETAILS IN REMARKS BELOW: 8. Have you previously been employed by the City of El Cerrito?..... YES ___ NO ___ 9. Do you have any physical condition which may be aggravated by, or limit your ability to perform the job applied for?.....YES ___ NO ___ 10. Have you ever been discharged or forced to resign from previous employment?..... YES ___ NO ___ 11. Have you ever ben convicted of a criminal offense other that a minor traffic violation since your 18 th birthday? A yes answer will NOT bar you from further consideration....YES ___ NO ___ 12. If required by the examination announcement, do you have the following: Driver License: _____ <div style="text-align: center; margin-left: 100px;"> State Number Expiration Date Class </div> Other Required License/Certificates: _____																			
13. REMARKS: _____ _____ _____																			
14. ACTIVE U.S. MILITARY SERVICE: Branch: _____ Dates From: _____ To: _____ RESERVE STATUS: None: _____ Active: _____ Inactive: _____ Final Rank: _____																			
15. EDUCATION: Circle Highest Grade Completed: 6 7 8 9 10 11 12 GED _____ COLLEGE: 1 2 3 4 GRAD WORK: YES ___ NO ___																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Colleges/Universities Attended</th> <th style="width: 20%;">Location</th> <th style="width: 10%;">From</th> <th style="width: 10%;">To</th> <th style="width: 15%;">Units Completed</th> <th style="width: 15%;">Major Subject Degree Year</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Colleges/Universities Attended	Location	From	To	Units Completed	Major Subject Degree Year													
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Write all your employment (paid and volunteer) for the past ten years. List your most recent employment first. You should respond completely to the information requested under this section and attempt to cover the requirements in the examination announcement. Describe different positions held with same employer in different blocks, showing dates, etc. If more space is needed, attach additional sheets.

Employer's Name	Employed: Mo/Yr From To Mo/Yr To	Job Title:
Street Address	Rate of Pay: Starting: \$ Final \$	Job Duties
City & State Phone	Hours Per Week:	
Supervisor	Number Supervised:	
Reason For Leaving or Considering Change	Employed: Mo/Yr From To Mo/Yr To	

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MAY WE CONTACT YOUR PRESENT EMPLOYER REGARDING YOUR QUALIFICATIONS IF SERIOUSLY CONSIDERED? YES ___ NO ___ WILL YOU ACCEPT TEMPORARY WORK? YES ___ NO ___

I HEREBY CERTIFY THAT ALL STATEMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISSTATEMENTS OF MATERIAL FACTS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL IF DISCOVERED AFTER EMPLOYMENT.

X _____ X _____
SIGNATURE OF CANDIDATE DATE

NAME _____ POSITION APPLIED FOR _____

Ethnic Identification: _____ Caucasian (non-Hispanic)
 _____ African American (non-Hispanic)
 _____ Hispanic
 _____ Native American/Alaska Native
 _____ Asian/Pacific Islander

How did you learn of this job announcement?
 _____ City Employee _____ Community Center
 _____ School _____ City Employee Service Office
 _____ Friend or Acquaintance
 _____ State Employment Office
 _____ Internet Where _____)
 _____ Other Agency Where _____)
 _____ Newspaper (Which One _____)
 _____ Public Bulletin Where _____)
 _____ Other (Where _____)

**CITY OF EL CERRITO RECREATION DEPARTMENT
EMPLOYMENT APPLICATION SUPPLEMENT**

Applicant's Name: _____

I HAVE THE FOLLOWING SKILL(S) AND CAN PROVIDE COPIES OF CERTIFICATIONS UPON EMPLOYMENT. PLEASE INDICATE YOUR KNOWLEDGE OF THE SKILL BY PUTTING A NUMBER ON EACH LINE:

Indicate: *1-Experience* *2- Can Help Teach* or *3-Can Organize & Teach*

<u>CERTIFICATION</u>	<u>Expiration Date</u>	<u>SKILLS</u>	
____ CPR _____	_____	____ Rainy Day Activities	____ Orienteering
____ Basic First Aid _____	_____	____ Football	____ Backpacking
____ First Aid Instructor _____	_____	____ Baseball	____ Horseback Riding
____ EMT _____	_____	____ Soccer	____ Star Gazing
____ Responding To Emergencies _____	_____	____ Tennis	____ Environmental Ed.
____ Lifeguarding Certificate _____	_____	____ Field Hockey	____ Nature Study
____ Water Safety Instructor _____	_____	____ Cooking	____ Photography
____ Basic Canoeing _____	_____	____ Planning Snack	____ Volleyball
____ Canoeing _____	_____	____ Outdoor Baking	____ Golf
____ Outdoor Living Skills _____	_____	____ Outdoor Cooking	____ Basketball
____ Ropes Course Assembly _____	_____	____ Mechanics	____ Storytelling
____ Drivers License: _____	_____	____ Plumbing (Minor)	____ Basic Arts & Crafts
# _____ State: _____	_____	____ Carpentry	____ Campcraft
		____ I can lift heavy loads	____ Leathercraft
<u>SKILLS</u>		____ Swimming (type: _____)	____ Needlecraft
____ Group Games/Initiatives		____ Water Ballet	____ Beadwork
____ New Games		____ Water Polo	____ Jewelry Making
____ Gardening		____ Canoeing	____ Weaving
____ Fishing		____ Snorkeling	____ Tie Dyeing
____ Indoor/Outdoor Games		____ Rockclimbing	____ Woodcarving
		____ Pottery/Ceramics	____ Other _____
____ Dancing (Type: _____)		____ Gymnastics	
____ Musical Instruments (Type: _____)		____ Clowning/Mime	____ Other _____
____ Sign Language		____ Supervision of Disabled Children	
____ California History		____ Native American Culture	____ Other _____
____ Candle Making		____ Dramatics/Theater	____ Other _____
____ Singing		____ Juggling	____ Other _____

1. PLEASE LIST WHICH PROGRAM AREAS LISTED ABOVE INTEREST YOU THE MOST AND WHY? (Choose at least 3):

THIS FORM MUST BE FILLED OUT OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

EMPLOYMENT APPLICATION SUPPLEMENT

Applicant's Name _____

Please answer the following questions, all questions must be answered to qualify you for an interview:

(Attach additional sheet of paper if necessary to complete these questions)

1. LIST 3 GOALS THAT YOU WOULD TRY TO ACCOMPLISH IF YOU ARE SELECTED TO WORK FOR THE CITY OF EL CERRITO:

2. WHAT CHARACTERISTICS DO YOU FEEL YOU CAN OFFER AS A STAFF MEMBER?

3. EXPLAIN ANY PAST EXPERIENCES YOU HAVE WORKED WITH AND/OR BEEN AROUND YOUTH. INCLUDE ALL OPPORTUNITIES YOU HAVE HAD TO DISPLAY LEADERSHIP.

4. WRITE A SHORT POEM ABOUT A DAY AT THE CITY OF EL CERRITO RECREATIONAL PROGRAMS. PICTURE YOURSELF AS A STAFF PERSON OR PROGRAM PARTICIPANT.

5. HOW DID YOU HEAR ABOUT OUR RECREATIONAL PROGRAMS?

6. WHAT AGE GROUP WOULD YOU BEST WORK WITH AND WHY?

THIS FORM MUST BE FILLED OUT OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Daycamp.EMPLOY Job Application (rev. 8/12/04)

CITY OF EL CERRITO RECREATION DEPARTMENT

RECREATIONAL STAFF EMPLOYMENT REFERENCE

PLEASE RETURN TO: Interview Coordinator
City Of El Cerrito Recreation
7007 Moeser Lane, El Cerrito, CA 94530
(510) 559-7002 / FAX (510) 528-9413

_____ (applicant name) has applied for the position of _____ on our staff. It is important that every staff member exhibit a high level of maturity and possess the highest respect for and willingness to work with all children/youth. Our programs are designed to provide a recreational learning and fun experience for all children. We would appreciate your evaluation of this applicants qualifications for the job. Please return as soon as possible.

In what capacity have you known the applicant? (Check)

- _____ Teacher/Professor
- _____ Supervisor/Employer
- _____ Co-Worker
- _____ Friend
- _____ Other (specify)_____

In which of the following settings of this person been made? (Check)

- _____ Educational Setting
- _____ Work/Employment Setting
- _____ Sporting/Coaching Setting
- _____ Social/Family Setting
- _____ Other (specify)_____

If supervised by you, please answer the following:

Dates of Employment: From _____ To: _____

Why did applicant leave this position? _____

Would you re-hire applicant? _____ Yes _____ No If No,Why? _____

Please rate the applicant in the following areas:

(0=has not been observed, 1=below average, 2= average, 3= above average, 4= outstanding)

- | | |
|------------------------------------|---|
| _____ Dependability | _____ Enjoyment of the Outdoors |
| _____ Flexibility | _____ Ability to Handle Stress |
| _____ Patience | _____ Willingness to Learn New Skills |
| _____ Honesty | _____ Reactions in a Crisis |
| _____ Cooperativeness | _____ Awareness of Importance of Health & Safety Practices |
| _____ Assertiveness | _____ Ability to Conduct/Create Programs for Children |
| _____ Initiative/Motivation | _____ Ability to Understand Needs of Children |
| _____ Organizational Skills | _____ Ability to Supervise Adults |
| _____ Leadership Potential/Skills | _____ Administrative Ability |
| _____ Ability to Follow Directions | _____ Ability to Keep Records |
| _____ Ability to Pace Self | _____ Ability to Get Along With People or Varying Ages/Backgrounds: |
| _____ General Health | _____ Willingness to Put Campers Needs Ahead of Own |
| _____ Sense of Humor | _____ Communication Skills |
| _____ Personal Grooming | _____ Organization Skills |

List strengths related to the position for which applicant is applying:

Are there areas of professional or personal growth on which the applicant should work during his/her period of employment? _____

Would you want your child supervised and influenced by this applicant? _____

Additional Comments: (Use other side is needed)

Thank you for your honest evaluation of the applicant . Please complete the following personal information.

Name: _____

Phone: _____

Address: _____

Relationship To Applicant: _____

Signature: _____ **Date:** _____