

Pre-Interview questionnaire  
Summer Staff 2025

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

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

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

1. If hired, please indicate your grade level preference from a 1 to 5, in the order of your group preferences. (1 being top preference)  
\_\_\_\_ Kindergarten/1<sup>st</sup> grade \_\_\_\_ 2<sup>nd</sup>/3<sup>rd</sup> grade \_\_\_\_ 4<sup>th</sup>/5<sup>th</sup> grade \_\_\_\_ 6<sup>th</sup>/7<sup>th</sup> grade \_\_\_\_
2. If hired, please indicate what size staff shirt you would prefer.  
\_\_\_\_ Small \_\_\_\_ Medium \_\_\_\_ Large \_\_\_\_ X-Large \_\_\_\_ 2XL \_\_\_\_ 3XL \_\_\_\_ 4XL
3. If hired, each staff member is required to give availability to 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 Day Substitute  
☐ Summer Camp Inclusion Aide  
☐ Kiddie Camp (Monday-Thursday from 8:30am-12:30pm)

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. If hired, are you able to attend the mandatory training week of May 29<sup>th</sup> through June 6<sup>th</sup>?  
☐ Yes ☐ No
8. Are you currently CPR/AED certified?  
☐ Yes ☐ No If no, would you able to make the CPR class on Thursday, May 29<sup>th</sup> from 9am-3pm if hired? ☐ 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

# 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 ACCOMMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE BUSINESS OFFICE.

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

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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):

_____ Parks Department	_____ Outdoor Pool	_____ Clerical
_____ Recreation Department	_____ Golf Course	_____ 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).**

Most recent 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:**


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## 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