



# MATTESON

## **Municipal Center**

4900 Village Commons  
Matteson, IL 60443  
708-283-4900  
Fax: 708-748-5196  
[www.villageofmatteson.org](http://www.villageofmatteson.org)

## **Administration**

*Village Administrator*  
708-283-4917  
*Office of the Village Clerk*  
708-283-4914

## **Community Development**

*Building Services*  
708-481-8313  
Fax: 708-748-2326  
*Planning & Zoning*  
708-283-4944

## **Economic Development**

708-283-4779

## **Finance**

708-283-4900

## **Fire Department**

3445 211th Street  
708-748-5129  
Fax: 708-283-6606  
*Fire Prevention Bureau*  
708-748-5129  
Fax: 708-283-6606

## **Human Resources**

708-283-4949

## **Police Department**

20500 S. Cicero Ave.  
*Administrative Division*  
708-748-4085  
Fax: 708-748-7364  
*Non-Emergency*  
708-748-1564

## **Public Works**

21146 Tower Ave.  
708-748-1411  
Fax: 708-503-3120  
*Water Billing Services*  
708-283-4790

## **Recreational Services**

20642 Matteson Ave.  
708-441-4500  
Fax: 708-441-4259

# SUMMER CAMP SUPERVISORS

## RECREATIONAL SERVICES DEPARTMENT MATTESON COMMUNITY CENTER (20642 MATTESON AVE)

The Matteson Community Center (Recreational Services Dept) is seeking mature and enthusiastic Summer Camp Supervisors to direct the operations of various 2024 summer camp programs. Supervisors direct the total operation and programming of the "Day Camp" and "After Camp". Supervisor's assign, supervise, and evaluate camp personnel as well as provide resources for the staff.

Two years of college with emphasis in Recreation, Physical Education or related field and prior professional leadership skills in planning and organizing all aspects of a camp program are required; or an equivalent combination of education and work experience. You must be at least 21 years of age. This position pays \$16.00+/hour based on experience.

### Camp Dates

- Training: May 28 – May 31 (1 week)
- Day Camp Dates: June 3 – July 26 (8 weeks)

The application begins on page two (2) of this document. You can submit your application and supporting documents via e-mail to [jlperry@villageofmatteson.org](mailto:jlperry@villageofmatteson.org) (documents must be saved to a file and attached before sending). You may also mail or drop off your documents at:

Village of Matteson  
Attn: Human Resources  
4900 Village Commons  
Matteson, IL 60443

***Applications should be filed no later than Friday, May 3, 2024.***



**MATTESON**

# COMPLETING JOB APPLICATION FORM

1. In order to be considered for any open position, an Application For Employment form must be completed. The application begins on the next page and if applicable, the job description will follow the application. A resume can be included as supplemental information.
  - You must complete all pages of the application.
  - You must complete a separate application form each time you apply for a position.
  - You must sign your application form and date it. Your signature cannot be made electronically by computer unless you have a digital signature certificate (Adobe software).
2. All application forms and resumes are required to be received in our office no later than 4:00 p.m. on the official closing date for the position unless otherwise specified. Some positions will remain open until the position is filled.
  - You may mail these documents to our office or deliver them in person to Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL 60443.
  - You may also submit your application and supporting documents via e-mail to [jlperry@villageofmatteson.org](mailto:jlperry@villageofmatteson.org) (the application and documents must be saved to a file and attached before sending).
3. All employment offers are contingent upon the applicant passing a pre-employment physical and drug test. ***As specified in the job description:***
  - Applicants selected for certain positions will be subject to a criminal, credit and driving background check.
  - Applicants selected for certain positions will have a residency requirement.
4. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required from those applicants who are hired.
5. Reasonable accommodations shall be made during the employment process for qualified applicants with disabilities. When the Village is made aware of the need for such accommodations, you may be required to provide written verification from a doctor, rehabilitation counselor or other authorized person confirming your disability and indicating a reasonable accommodation.

If you have questions about the position you are applying for, or about the application or selection process, please contact our office directly at (708) 283-4949.

Thank you for your interest in employment opportunities with the Village of Matteson.

*Revised: 12/10/2019*

# Application For Employment

Village of Matteson  
4900 Village Commons  
Matteson, Illinois 60443

---

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

---

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Number Street City State Zip

TELEPHONE Daytime: \_\_\_\_\_  
Area \_\_\_\_\_  
Evening: \_\_\_\_\_  
Area \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## APPLICANT ACKNOWLEDGEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment form will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Matteson.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

AN EQUAL OPPORTUNITY EMPLOYER

Position applied for? \_\_\_\_\_

Have you filed an application here before?  YES  NO  
If YES, give date. \_\_\_\_\_

Have you ever been employed here before?  YES  NO  
If YES, give date. \_\_\_\_\_

Are you employed now?  YES  NO

May we contact your present employer?  YES  NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (*Proof of citizenship or Immigration status will be required upon Employment.*)  YES  NO

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full-Time  Part-Time  Shift Work  Temporary

Can you travel if a job requires it?  YES  NO

Veteran of the U.S. Military Service?  YES  NO  
If YES, Branch \_\_\_\_\_

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? If not, please explain. \_\_\_\_\_

\_\_\_\_\_

---

Indicate what foreign languages you speak, read and/or write. (*When related to the position sought.*)

	Fluently	Good	Fair
Speak			
Read			
Write			

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

# Education

	Education	High	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

---

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. (*Where the name of the organization or club indicates your race, sex, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.*)

---



---



---



---



---

Special Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.

---



---



---



---



---



---



---



---



---



---



---

# Applicant Data Record

---

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government recordkeeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant's provision of this information is voluntary and is not required in order to be considered for employment at the Village of Matteson. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

---

**PLEASE PRINT**

Date \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source:

Advertisement List Which Newspaper or Website: \_\_\_\_\_

Personal Contact       Walk-In       Employment Agency

Other \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last First Middle (Area Code) Number

Address \_\_\_\_\_  
Number Street City State Zip Code

---

## Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

**Check One:**       Male       Female

**Check One Race/Ethnic Group:**

Hispanic or Latino       Black or African American

White       Asian       Native Hawaiian or Other Pacific Islander

American Indian or Alaska Native       Two or More Races

**Check if any of the following are applicable:**

Vietnam Era Veteran       Disabled Veteran       Handicapped Individual

---