



Contract Instructor Application

Recreation and Community Services Department
 375 Campus Drive, Arcadia, CA 91007 (626)574-5113

Last Name	First Name	Middle	
Address	City	State	Zip Code
Primary Phone	Secondary Phone		DOB
Email Address			

Education

High School: _____ Did you Graduate? ___ Yes ___ No
Name and Location

College or University	Dates Attended	Degree	Major/Minor

Other training you have received (i.e. Workshops, Seminars, work training):

Teaching Experience

Name of Organization	Dates	Location	Supervisor	Phone

Convictions

Have you ever been convicted of a felony or misdemeanor?			
If yes, list all incidents below:			
Conviction	Date	City and State	Sentence or Penalty

Recreation Class Proposal

Please list the specific class you wish to teach. Include a brief description, the goals and objectives of the course as they relate to leisure education. Include any required material fees or items that need to be brought to class (i.e. books, exercise equipment, etc.):

Please list class format (i.e. weekly, one day workshop, etc.)

Please keep in mind most of our classes are one day a week for 8-week sessions.

Minimum enrollment requested: _____ Maximum enrollment: _____ Please keep in mind the Recreation Department reserves the right to adjust all minimum and maximums as seen as appropriate by the Department.

Cost per class: _____ Most of our classes run between \$10-15 class hour.

Type and size of facility needed for class _____

All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for termination of my contract.

Signature _____ Date _____

Please return this application to the *Recreation and Community Services Department*

Recreation & Community Services Department
Attention: Recreation Coordinator
375 Campus Drive
Arcadia, CA 91007

If you have any questions, please call the Recreation Office at (626)574-5113.

Completion of this form does not guarantee a position with our Department. We will keep your application on file and contact you should any space become available.