

**City of Tustin Parks and Recreation Department
Contract Class Instructor Application**



Name: _____ Date: _____

Address: _____

Contact Phone: _____ Email: _____

1. Proposed class name: _____

2. Description of class: _____

3. Room Requirements or Facility Preferred: _____

4. Proposed start date (include how many weeks class will run) : _____

5. Days and times of you would like to teach:

1st choice: _____

2nd choice: _____

6. Ages of participants: _____ Class Size: minimum: _____ Class maximum: _____

7. Student class fee (typically the City works on a 65/35 split): _____

8. Materials fee (if any, what does fee include): _____

9. Enclose the following: Resume detailing specific class experience Sample class outline

Three professional references (full name, company, email, phone number)

Please submit your information to:

**City of Tustin, Parks and Recreation Department
Attention: Stephanie Finn, Recreation Coordinator
300 Centennial Way
Tustin, CA 92780**

*If application is approved, Class Coordinator will contact you to set up an interview. All instructors working with minors are required to be fingerprinted at the cost of the applicant. Upon approval, all instructors must provide Certificate of Liability Insurance, Additional Insured Endorsement, 30-day Cancellation Endorsement, Primary and Non-Contributory Endorsement. Instructors are also required to complete a W9 form. **Do not submit this information until it is confirmed that you have been accepted as a Contract Instructor.***

Only if it has been determined by staff that there is a need or interest for your class will you be contacted by the Class Coordinator. All other applications may remain on file for a year. Keep in mind that this form is an application and does not guarantee approval as a Contract Instructor.