



## **Contract Instructor Information Sheet**

We thank you for your interest in becoming a contract instructor.

**1. Proposals that fit into one of our areas and meet the following criteria will be considered:**

- a. The program is going to enhance the recreational, social, and educational needs as it relates to leisure time.
- b. This program is new to the area.
- c. The program is a popular interest or being requested by the residents within the District.
- d. The cost for the class reasonable and affordable to our target audience.
- e. The program will provide an adequate financial return if it is offered.
- f. The instructor has all the necessary equipment/supplies for the program.
- g. The instructor has a current clientele base or willing to recruit/market the program.

**2. We are looking for Youth, Adult, and Active Adult classes in the following categories:**

- a. Arts/Crafts
- b. Fitness/Health/Sports
- c. Cooking
- d. Dance/Music/Performing Arts
- e. Computer/Multi-Media
- f. Enrichment/Special Interest classes and camps

**3. Instructor Compensation**

The District and the Independent Contractor compensation is based off a 60/40 percentage split, meaning the Instructor receives 60% and the District receives 40%.

**4. Fill out the attached class proposal and submit your application to:**

Brandi Dionne, Recreation Supervisor II  
2197 Chase Drive  
Rancho Cordova, CA 95670  
Email: [bdionne@crpd.com](mailto:bdionne@crpd.com)  
Phone: (916) 369-9844  
CRPD website: [www.crpdpd.com](http://www.crpdpd.com)

**5. After you submit your proposal, a CRPD employee will contact you.**



# CORDOVA RECREATION & PARK DISTRICT

## INSTRUCTOR APPLICATION AND CLASS PROPOSAL

2197 Chase Drive, Rancho Cordova CA 95670

Phone: (916) 369-9844 / Fax: (916) 369-9870 / [bdionne@crpd.com](mailto:bdionne@crpd.com)

**APPLICANT INFORMATION**

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Proposed Class Name			
Have you taught this class before?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Where:	

**EDUCATION**

High School
College/Other

**REFERENCES PLEASE LIST TWO**

Full Name	Relationship/Title
Company	Phone (    )
Full Name	Relationship/Title
Company	Phone (    )

**RELATED EMPLOYMENT**

Company	Phone (    )	
Job Title		
Responsibilities		
From	To	Reason for Leaving

**Convictions: Have you been convicted of a felony in the last 7 years? Conviction will not necessarily disqualify an applicant from employment. All prospective Instructors will be subject to a background check and those working with children will be required to be fingerprinted at their expense for a more thorough check through the Department of Justice.**

Have you ever been convicted by a court of a felony?                      YES                       NO

If YES, please explain what conviction, when, where, and disposition of the case.

**DISCLAIMER AND SIGNATURE**

Contract Instructors are contracted with Cordova Recreation & Park District to provide instruction for recreational activities and are not employees of the District. Contract Instructors shall be dismissed or not renewed at any time if the District finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be a Contract Instructor.

I hereby certify that all statements made in this application are true, complete, and without omission. I authorize investigation of all matters represented by this application. I agree and understand that any misstatement or omission of material fact on this application will cause forfeiture on my part of all rights of becoming an instructor with the Cordova Recreation & Park District no matter when said misstatement or omission is discovered or comes to light. I also authorize employers, schools, or persons from employers listed in this application to give any information regarding my employment, qualifications, and character. I hereby release said employers, schools, persons, and the Cordova Recreation & Park District from any liability or damages for receiving, using, or releasing information.

Signature

Date

**CLASS INFORMATION**

Class Title

Minimum Enrollment

Maximum Enrollment

Age Range:

Monthly/On-Going Class

Sessions dates:

 Yes No

Omit Dates:

Day of the Week

(Check all that apply)

 Monday Tuesday Wednesday Thursday Friday

Start Time

End Time

Location

Fee

Recreation Guide Description: (NOT TO EXCEED 45 WORDS)

Additional Information (SUPPLY REQUIREMENTS IE: BALLET SHOES, PROPER ATIRE, AND/OR YOGA MAT)

**DISTRICT STAFF ONLY - TO BE COMPLETED AT MEETING****Compensation:** Instructor receives 60 % of monthly fees collected, **Example** - Class Fee: \$63 x .60% = \$37.8 paid to Instructor**Required:**

Online Background Check

YES NO 

Fingerprint report

YES NO 

Payee Date Form Completed:

YES NO 

Staff Name:

Staff Signature:

Date: