

Contract Instructor Program Proposal

PERSONAL INFORMATION

Full Name (First, Middle, Last):		Maiden Name:	
Street Address:		State:	Zip Code:
DOB: ___/___/_____	DL# and State:		Social Security Number:
Cell Phone #:	Alternate Phone #:	Email Address:	
Emergency Contact:		Relationship:	Phone #:

WORK EXPERIENCE

Current Employer:	Address:	Phone #:
Job Title:	Employment Dates:	Supervisor Name:
Description of Work:		
Reason for Leaving:		
Previous Employer:	Address:	Phone #:
Job Title:	Employment Dates:	Supervisor Name:
Description of Work:		
Reason for Leaving:		

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for contract employment as may be necessary in arriving to an employment decision. In the event of contracting my services, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also that I am required to abide by all rules and regulations of the City of Mansfield. **Candidates are subject to a Texas criminal background check prior to contract appointment with the City of Mansfield.**

Signature

Date

PROGRAM INFORMATION

Program Title:	Alternative Title(s):				
Tell us about your program.					
Days of the week that you are available to instruct (Circle all that apply): M T W Th F Sa					
Number of days per week the class will be held: _____					
Times you are available to instruct*: _____ am / pm to _____ am / pm Day _____ am / pm to _____ am / pm Day _____ am / pm to _____ am / pm Day	Length of class (i.e. 30 min, 1 hr): _____ Length of program session*: _____ * Most programs run on a 4, 6 or 8 week schedule with monthly being most common.				
Do you have participants already interested in this program? Yes No If yes, how many? _____					
Have you taught this program before? Yes No If yes, where? _____					
Which season are you available to instruct?					
<table style="width: 100%; border: none;"><tr><td style="width: 25%;"><input type="checkbox"/> Spring Mar, Apr, May Deadline: Dec. 1</td><td style="width: 25%;"><input type="checkbox"/> Summer Jun, Jul, Aug Deadline: Mar. 1</td><td style="width: 25%;"><input type="checkbox"/> Fall Sep, Oct, Nov Deadline: Jun. 1</td><td style="width: 25%;"><input type="checkbox"/> Winter Dec, Jan, Feb Deadline: Sep. 1</td></tr></table>		<input type="checkbox"/> Spring Mar, Apr, May Deadline: Dec. 1	<input type="checkbox"/> Summer Jun, Jul, Aug Deadline: Mar. 1	<input type="checkbox"/> Fall Sep, Oct, Nov Deadline: Jun. 1	<input type="checkbox"/> Winter Dec, Jan, Feb Deadline: Sep. 1
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Proposed Course Fee*: \$_____					
* The proposed course fee is the price the participant will pay. Instructors are paid 65% of the listed fees at the conclusion of each session.					
Target Age Group (Circle all that apply): Preschool Youth Teen Adult Senior					

Please note the listed deadlines for submission for each season.

Submission of an application does not guarantee placement as a contract instructor. Acceptance depends on many factors such as program needs, facility availability, instructor availability, and timeliness of application.

Return completed application to the Mansfield Activities Center by:

- in person or mail: 106 S. Wisteria St, Mansfield, Texas 76063
- by fax: (817) 728-3679
- by email: mary.jones@mansfieldtexas.gov (youth & adult programming)
 greg.guse@mansfieldtexas.gov (athletic programming)
 suzanne.newman@mansfieldtexas.gov (senior programming)