



Contract Instructors

City of Scottsdale Parks and Recreation

FOR OFFICE USE ONLY



DATE RECEIVED

The City of Scottsdale Parks and Recreation Department contracts with businesses and individuals to provide instruction for the public in various classes and workshops for children, youth, and adults of all ages.

As a potential instructor that may deliver these services, please provide the following information.

PERSONAL DATA

Last Name:		First Name:		M I:
Company Name (if applicable):				
Address:				
City:		State:		ZIP Code:
PHONE	Day: ()		Evening: ()	
E-Mail Address:			Website (if applicable):	
High School Diploma:		YES	NO	If no, indicate highest level completed:
College/University Attended:			Degree:	

PROPOSED CLASSES

Types of classes you might offer:				
Hourly Rate Requested: \$ per hour (per participant rate not available)				
Have you taught before:		YES	NO	List classes:
Location:			Contact Name:	
Dates:	Phone: ()		E-mail/Web:	
Location:			Contact Name:	
Dates:	Phone: ()		E-mail/Web:	
Location:			Contact Name:	
Dates:	Phone: ()		E-mail/Web:	
List three reasons why we should offer this program (how students will benefit):				
1.				
2.				
3.				

PROFESSIONAL REFERENCES

Please list three professional references:				
Contact Name:		Company:		Phone: ()
Contact Name:		Company:		Phone: ()
Contact Name:		Company:		Phone: ()

CERTIFICATIONS PERTAINING TO PROPOSED CLASSES

Certificate:		Date Certified:
Certificate:		Date Certified:
Certificate:		Date Certified:

CRIMINAL BACKGROUND CHECK

For individuals 18 years of age or older, the city will request a criminal history report by performing a background check before placement in a contract assignment. Fingerprinting is required for certain contract position assignments for which the city will submit fingerprints to federal law enforcement agencies (DPS and FBI) to obtain criminal history. All agreements between the individual and the City of Scottsdale for contract work will be subject to satisfactory review of any criminal convictions identified.

It is imperative that you read and complete this section of the document in its entirety. Missing, partial or inaccurate information may disqualify you from contractual opportunities with the City. Please provide all information requested below.

ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.

"Crime" as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to driving while under the influence of intoxicating liquor ("DUI") or drugs, extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, excessive (criminal) speed, leaving the scene of an accident, driving on a suspended, revoked or refused license, or any other driving offense that is a misdemeanor (i.e., possible penalty for conviction includes imprisonment or jail time). "Crime" does not include minor (civil) traffic offenses.

If you are not sure how to answer these questions, please ask a member of Human Resources for assistance. "Convicted" means that you have been found guilty of a crime by a court or jury, or have pleaded guilty or nolo contendere ("no contest") to a crime and have been sentenced for a crime, whether imprisoned, incarcerated, placed on probation, fined or received a suspended sentence.

****NOTE:** A criminal conviction(s) does not constitute an automatic disqualification. Factors considered in this regard include, but are not limited to, time of offense(s), the nature of the offense(s), and the relationship between the offense(s) and the assignment(s) for which you are seeking. All contractual offers will be subject to a complete review of any criminal convictions you may have. Your failure to make a full and accurate disclosure of any prior conviction(s), or to not answer these questions fully and accurately, will result in immediate termination of your contract or the rejection of any pending opportunities being considered.

Question 1: Have you ever been convicted of a crime in any domestic, foreign or military court, regardless of whether the conviction was later set aside or expunged?

Answer: Yes or No

Question 2: Do you presently have any criminal charges pending in any court?

Answer: Yes or No

If you answered "yes" to Question 1 or Question 2 above, please complete the section below.

- 1 - The details of offense(s) for which convicted (or criminal charges pending);
- 2 - The date(s) of conviction(s);
- 3 - The jurisdiction(s) (court, city, county & state);
- 4 - If an offense(s) has been set aside or expunged, please provide dates(s).

If you answered "No" to both questions above, please leave this section blank.

1. DATE(S)	2. CONVICTION(S)	3. JURISDICTION(S)	4. DETAILS/DISPOSITION

DISCLAIMER AND SIGNATURE

A Contract Instructor is not an employee for the City of Scottsdale. _____ (contractor initials)

Contract Instructors may be dismissed at any time. Please attach any additional information about yourself that would further explain your desire to be a Contract Instructor.

I certify that all statements in this document are true and complete. I understand that omissions, misstatements and falsifications may be cause for rejection of a Contract Instructor opportunity or may result in ending my contractual services.

Signature:	Date:
Please print name:	