



Leisure Education Office

PO Box 1761
Scottsdale, AZ 85251

PHONE: 480-312-7957
FAX: 480-312-2706
WEB: www.ScottsdaleAZ.gov

Thank you for your interest in instructing for the City of Scottsdale's Parks and Recreation Division. The Leisure Education Program works with individuals and businesses on a contractual basis to teach various classes for children, youth and adults. There are three sessions per year Spring, Summer and Fall and they vary in length from 10 to 16 weeks each. For individuals, these contracts are renewed on a session-by-session basis. For businesses, these contracts are renewed annually.

Please fill out the included proposal form with the correct information. Please include a description of the class and the skills/interest that would be taught during the class. Feel free to look a current Parks and Recreation Classes and Programs at: <http://recreation.scottsdaleaz.gov/> to get some ideas of the classes and their descriptions already being offered. Also include days, times you are available and locations you would like to teach the proposed class. Mail the completed proposal form to:

**Leisure Education Programs
PO Box 1761
Scottsdale, AZ 85252-1761
Attention: Class Programmers**

We evaluate potential classes on demand/interest, facility availability and cost. However, at this time the City of Scottsdale is working with a zero based budget. This means that we are not adding classes unless we reduce current class offerings. We are keeping class proposals on file in case an opportunity does occur. If you have any questions, please give us a call at 480-312-7957 and we would be happy to talk to you about our process.

Thank you,

City of Scottsdale - Leisure Education Programs
P: 480-312-7957 F: 480-312-2706



FOR OFFICE USE ONLY



DATE RECEIVED

**City of Scottsdale Parks and Recreation
Leisure Education Classes ~ Contract Instructor Proposal Form**
Phone: 480-312-7957 Fax: 480-312-2706

Submit Proposal To:

City of Scottsdale | Leisure Education Program | P.O. Box 1761 | Scottsdale, AZ 85252

The City of Scottsdale Parks and Recreation Division contracts with instructors on an individual basis to instruct various classes and workshops for children, youth, and adults of all ages. Proposals are kept on file for one year and referred to when we are looking for instructors. Please complete the following proposal.

PERSONAL DATA

Last Name:		First Name:		MI:
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: \$ _____/hour ***per participant rate not available.				
Have you taught before:		YES	NO	What 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/RELATED EMPLOYMENT

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:

CRIMINAL BACKGROUND CHECK

The City of Scottsdale requires that all contract instructors working with children, elderly and/or disabled people be fingerprinted, prior to contracting with the City of Scottsdale. Fingerprints are sent to the Department of Public Safety (DPS) and the Federal Bureau of Investigations (FBI). Upon receipt of the DPS and FBI records check result, Human Resources reviews the criminal background records and compares them to the application on file. Any discrimination requires a meeting with a Human Resources staff member.

It is imperative that you read and complete this section of the application 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, age at time of offense(s), the nature of the offense(s), and the relationship between the offense(s) and the job(s) for which you have applied. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI). 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 application.

**Q1: 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 by responding "Yes" or "No".**

A1: _____

**Q2: Do you presently have any criminal charges pending in any court?
Answer by responding "Yes" or "No".**

A2: _____

If you answered "yes" to the two questions above, please provide:

- 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 enter "NA".

DATE(S)	CONVICTION(S)	JURISDICTION(S)	DETAILS/DISPOSITION

DISCLAIMER AND SIGNATURE

A Contract Instructor is an Independent Contractor for the City, not an employee. A Contract Instructor signs a contract with the City to provide classes as described in the contract.

Independent Contract Instructors will be dismissed at any time if the Department 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 an Independent Contract Instructor.

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

Signature of applicant:	Date:
Please print name:	