

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

Name: _____ Date: _____

Address: _____

Contact Phone: _____ Fax: _____

Will you allow us to release phone number to the public? ___ Yes ___ No E-mail: _____

1. Proposed class name: _____

2. Description of class: _____

3. Room Requirements or Facility Preferred: _____

4. Proposed start date: _____

5. Days and times 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): _____

Resume detailing specific class experience enclosed Sample class outline enclosed

Please mail your information to the contact below **or** fax form to: (714) 838-4779

City of Tustin, Parks and Recreation Department

Attention: Vanessa Osborn

300 Centennial Way

Tustin, CA 92780

*If application is accepted, Class Coordinator will contact you to set up an interview and will ask that you complete a W-9. Please do **NOT** include a W-9 until your application is accepted. All instructors working with minors are required to be fingerprinted. All costs will be paid by the applicant.*

Applications will remain on file for one year.

Thank you for your interest in becoming a contract instructor with the
City of Tustin Parks and Recreation Department.

P: (714) 573-3326 F: (714) 838-4779 Web: www.tustinca.org

