



# CITY OF TUSTIN

Contract Classes Instructor Application

Join our dynamic team of contract instructors who care about enrichment, health, and well-being while giving people a sense of belonging in the community.

City of Tustin Parks and Recreation Department  
Contract Class Instructor Application



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Proposed class name: \_\_\_\_\_

2. Description of class: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Instagram and Facebook Accounts: \_\_\_\_\_

4. Room Requirements or Facility Preferred: \_\_\_\_\_

5. Preferred Session Start (Spring/Summer/Fall/Winter): \_\_\_\_\_

6. Days and times would like to teach:

1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

7. Ages of participants: \_\_\_\_\_ Class Size: minimum: \_\_\_\_\_ Class maximum: \_\_\_\_\_

8. Student class fee (the City works on a 65/35 split): \$ \_\_\_\_\_

9. Materials fee (if any, what does fee include): \$ \_\_\_\_\_

10. Enclose the following: Resume detailing specific class experience, sample class outline, and three (3) professional references including name, company, email, and phone number.

Please submit your information to:

**City of Tustin, Parks and Recreation Department**  
**Attention: Stephanie Finn, Recreation Coordinator**  
**300 Centennial Way**  
**Tustin, CA 92780**

*If it has been determined that there is a need or interest for the class(s) proposed and if the application is approved, the Class Coordinator will make contact to set up an interview. All instructors working with minors are required to be fingerprinted at the cost of the applicant. Upon approval, all instructors must provide Certificate of Liability Insurance, Additional Insured Endorsement, 30-day Cancellation Endorsement, Primary and Non-Contributory Endorsement. Instructors are also required to complete a W9 form. **Do not submit this information until it is confirmed that you have been accepted as a Contract Instructor.** Declined applications will remain on file for a year. Keep in mind that this form is an application and does not guarantee approval as a Contract Instructor.*

**P: (714) 573-3326**

**email: [sfinn@tustinca.org](mailto:sfinn@tustinca.org)**

**web: [www.tustinca.org/teach](http://www.tustinca.org/teach)**



**/tustinparksandrec**



**/tustinparksandrecreation**