



Dear Instructor:

Thank you for your interest in teaching for the Town of Apex Parks, Recreation and Cultural Resources Department. Please thoroughly complete the attached form with all relevant information and submit to Renee Anderson by dropping it off at the Halle Cultural Arts Center, mailing it to P.O. Box 250, Apex, NC 27502 or faxing to: 362-8655.

Current courses/programs have priority over new programs, so all current courses will be scheduled before new courses are considered. New courses will be added if there is facility space available, there is a community interest in the topic and budget allowances.

Instructors are paid as contracted instructors and are not Town of Apex employees. Instructors are paid 60% of the resident fee collected by Apex Parks, Recreation and Cultural Resources. So if the course fee is \$25/person/session, then the instructor is paid \$15/person/session. Please use this calculation when determining the fee of the course. Instructors must provide all supplies. If additional supplies are needed for the course, you may include the supply fee in the overall cost or have a separate supply fee that is paid to you on the first day of class.

Program Brochures are printed three times a year. Courses will not be considered outside of the time frames listed below:

Please submit proposal by:	For courses offered:
September 1	January-April
January 1	May-August
May 1	September-December

Please note that this schedule is subject to change.

If you have any questions, please call me at 249-1124 or email to renee.anderson@apexnc.org

Sincerely,

Renee Anderson
Program and Marketing Specialist
Halle Cultural Arts Center

**APEX PARKS, RECREATION AND CULTURAL RESOURCES DEPT.
PROGRAM INSTRUCTOR APPLICATION AND PROPOSAL**

Name: _____ Date: _____
Last First MI

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ D.O.B.: _____ Driver's Lic. # & State Issued: _____

Phone (day): _____ (evening): _____ (cell): _____ Fax #: _____

SS#: _____ or Fed Tax ID #: _____

Record of Education:

High School: _____ Diploma?: _____ College: _____ Degree?: _____

Certifications / Other: _____

Course Title/Subject: _____ Participant Age Range: _____

Number of Classes/Session: _____ Number of Hours per Class: _____

Course to be offered? (CIRCLE ONE): Weekly Semi-Weekly Other: _____

Suggested Minimum Number of Students: _____ Suggested Maximum Number of Students: _____

Course Fee to be Paid by Student (Instructor receives 60% of this fee): _____

Days/Times you would be available to teach: _____

Course Description (To be printed in the Program Guide for publicity): _____

If this course needs supplies, students would need to purchase them from you. What supplies do you anticipate students needing? _____

How much do you anticipate the cost of supplies to be? _____

Is this fee included in the Course Fee above or would you rather collect a separate supply fee on the first day of class? _____

Halle Cultural Arts Center can provide tables, chairs, CD/DVD player, screen. You are responsible for transporting any other equipment needs. Any special equipment needs or other information our staff should be aware of? _____

Please list the qualifications that will enable you to teach this course: (Please attach resume if you have one):

Have you taught this course elsewhere? _____	If yes, please provide the following information:	
<u>Location</u>	<u>Reference Name</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a criminal offense? _____ If yes, list the nature of the offense, including date, location and disposition: _____

Have you ever had cause to register either nationally or locally as a sex offender? _____ Yes _____ No

Waiver: I, the above applicant, do hereby authorize and request the release of information and records to the Town of Apex, for the purpose of investigating my qualifications to work as a contracted program instructor. This authorization covers, but is not limited to, criminal records. I understand that the Town of Apex will use this information solely for evaluating my qualifications as a contracted program instructor. Note: This information must be completely filled out and returned to Apex Parks, Recreation and Cultural Resources prior to being hired as a contracted program instructor. Failure to provide complete and accurate information will exclude you from instructing.

Signed: _____ Date: _____

OFFICE USE: Verification: Date: _____ By: _____ Comments: _____