

**Contract Instructor Application**  
**City of Saratoga Recreation Department**  
**408.868.1249**

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

Name of proposed class: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ SSN/Tax ID: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Wrk Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City & Zip \_\_\_\_\_

Proposed days of your class/activity to meet:  Mon.  Tues.  Wed.  Thurs.  Fri.

Time: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_

Type of room needed: \_\_\_\_\_

Is there a material fee?  Yes  No If "Yes", how much is the fee? \$ \_\_\_\_\_

What does the material fee cover? \_\_\_\_\_

Total number of weeks your class/activity will meet: \_\_\_\_\_

Minimum number of participants (dependent upon room): \_\_\_\_\_

Maximum number of participants (dependent upon room): \_\_\_\_\_

Age level of students (if you are teaching children also, indicate youngest to highest age appropriate for the class): \_\_\_\_\_

Is there a specific skill level you would prefer to teach?  Yes  No

If "Yes", indicate which level you will be teaching: \_\_\_\_\_

Are there any special clothing or materials that are required by the student in order to participate in the class?

\_\_\_\_\_

What are the estimated costs per student to obtain special clothing or materials? \$ \_\_\_\_\_

Class Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goals & Objectives you intend to for your students to achieve? \_\_\_\_\_

Advertise (how do you plan to advertise in addition to our Activity Guide): \_\_\_\_\_

Please indicate your background, experiences & certifications as it relates to this class (attach copies of certifications):

Please list two references from people who know of your abilities to teach this class:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Day-Time Phone

\_\_\_\_\_  
Day-Time Phone

Have you ever been convicted of any child abuse offense?

Yes

No

Have you ever been convicted of an offense other than 1.) Minor traffic violations for which the fine was \$100 or less.  
2.) Any offense which was finally settled in a juvenile court or under a welfare youth offender law?

Yes

No

If "Yes", please explain: \_\_\_\_\_

After review of the information you have provided and your References checked, you will be contacted by your delegated Recreation Supervisor. Completion of this information form does not imply a contract. Therefore, no guarantees are made for the proposed class to be offered by the City of Saratoga Recreation Department. I hereby certify that all statements on this application are true and give my permission for any necessary verification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date