



**CITY OF PETALUMA, RECREATION SERVICES**

**SPRING 2011 CLASS PROPOSAL APPLICATION**

JANUARY 10 - APRIL 30, 2011

APPLICATION DEADLINE: SEPTEMBER 10, 2010

Proposals received by the deadline will receive priority.

Incomplete proposals may be returned for completion, late proposals may not be accepted.

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PUBLIC WEBSITE: \_\_\_\_\_

\*Please check the boxes of the phone numbers and/or e-mail, if any, you would like viewable by the public.

• **HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE?**  YES  NO

Please do not include traffic citations, arrests that did not result in convictions, any offenses which resulted in referral to or participation in any pretrial or post trial diversion programs, convictions which have been expunged under Penal Code section 1203.4, or convictions for violations of Healthy & Safety Code section 11357 (b) or (c), section 11360 (c), 11364, 11365, 11550 (pertaining to certain marijuana offenses) which occurred more than two years before the date of this application.

If YES, please explain fully on a separate sheet. Each case is considered individually. A conviction will not necessarily preclude you from contract employment; however failure to disclose felony or misdemeanor convictions can disqualify you. You must disclose a felony (not misdemeanor) conviction that has been judicially dismissed pursuant to Penal Code section 1203.4. Contractors are fingerprinted and responses verified with the State of California Department of Justice.

The City of Petaluma will not deny a contract to any proposer solely because the person has been convicted of a crime. The City, however, may consider the nature, date and circumstance of the offense as well as whether the offense is relevant to the proposal.

• **ADA GUIDELINES:**

As an instructor for the City of Petaluma, I welcome persons with disabilities to participate in any class or activity offered through the Petaluma Parks & Recreation Department. I will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by the Department.

I understand and agree to the above ADA guidelines and certify that the above information is true to the best of my knowledge.

• **BACKGROUND CHECK:**

I understand and agree to a background check to investigate all information provided and release from liability all persons, businesses and/or corporations supplying information concerning my background.

I understand that my misrepresentation of information shall be sufficient cause for rejecting my candidacy, withdrawal of any offer of employment, and/or termination of my employment.

Signature: \_\_\_\_\_

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



**INSTRUCTOR INFORMATION:**

**NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR CONTRACT:** \_\_\_\_\_

**BIOGRAPHY (30 words or less):**

(The Recreation Department reserves the right to edit biography).

**INSTRUCTOR INFORMATION:**

**CLASS TITLE:** \_\_\_\_\_

**CLASS DESCRIPTION (60 words or less) :**

(The Recreation Department reserves the right to edit description).

**ADDITIONAL CLASS INFORMATION (i.e. specific attire, etc.):**

\*If you will be providing course materials to your students, or making materials available for purchase, please attach and/or describe on a separate sheet of paper.

- ACTIVITY CATEGORY:**  CULINARY ARTS       FITNESS & HEALTH       PERSONAL ENRICHMENT  
 DANCE       LANGUAGE ARTS       SPORTS  
 VISUAL & PERFORMING ARTS

**LOCATION OF CLASS IF OTHER THAN COMMUNITY CENTER:** \_\_\_\_\_

**SESSION 1:**

**HOLIDAYS: 1/17, 2/21**

**1. SESSION DATES:** \_\_\_\_\_ to \_\_\_\_\_

**2. DAYS OF CLASS:**       MONDAY       WEDNESDAY       SATURDAY (8am-12p)  
 TUESDAY       THURSDAY      \*No classes held Fridays or Sundays

**3. # OF WEEKS:** \_\_\_\_\_

**4. TIMES:** \_\_\_\_\_ to \_\_\_\_\_

**5. LENGTH OF CLASS:** \_\_\_\_\_ hours \_\_\_\_\_ minutes

**6. GENDER:**       MALE       FEMALE       CO-ED

**7. PARTICIPANT AGES:**      Min \_\_\_\_\_      Max \_\_\_\_\_

**8. # OF PARTICIPANTS:**      Min \_\_\_\_\_      Max \_\_\_\_\_

**9. FEES:**      CLASS FEE \_\_\_\_\_      COUPLES FEE \_\_\_\_\_      MATERIALS FEE \_\_\_\_\_

**SESSION 2:****HOLIDAYS: 1/17, 2/21**

1. **SESSION DATES:** \_\_\_\_\_ to \_\_\_\_\_
2. **DAYS OF CLASS:**       MONDAY                       WEDNESDAY                       SATURDAY (8am-12p)  
 TUESDAY                       THURSDAY                      \*No classes held Fridays or Sundays
3. **# OF WEEKS:** \_\_\_\_\_
4. **TIMES:** \_\_\_\_\_ to \_\_\_\_\_
5. **LENGTH OF CLASS:** \_\_\_\_\_ hours \_\_\_\_\_ minutes
6. **GENDER:**                       MALE                       FEMALE                       CO-ED
7. **PARTICIPANT AGES:**      Min \_\_\_\_\_ Max \_\_\_\_\_
8. **# OF PARTICIPANTS:**      Min \_\_\_\_\_ Max \_\_\_\_\_
9. **FEES:**                      CLASS FEE \_\_\_\_\_                      COUPLES FEE \_\_\_\_\_                      MATERIALS FEE \_\_\_\_\_

**SESSION 3:****HOLIDAYS: 1/17, 2/21**

1. **SESSION DATES:** \_\_\_\_\_ to \_\_\_\_\_
2. **DAYS OF CLASS:**       MONDAY                       WEDNESDAY                       SATURDAY (8am-12p)  
 TUESDAY                       THURSDAY                      \*No classes held Fridays or Sundays
3. **# OF WEEKS:** \_\_\_\_\_
4. **TIMES:** \_\_\_\_\_ to \_\_\_\_\_
5. **LENGTH OF CLASS:** \_\_\_\_\_ hours \_\_\_\_\_ minutes
6. **GENDER:**                       MALE                       FEMALE                       CO-ED
7. **PARTICIPANT AGES:**      Min \_\_\_\_\_ Max \_\_\_\_\_
8. **# OF PARTICIPANTS:**      Min \_\_\_\_\_ Max \_\_\_\_\_
9. **FEES:**                      CLASS FEE \_\_\_\_\_                      COUPLES FEE \_\_\_\_\_                      MATERIALS FEE \_\_\_\_\_

**SESSION 4:****HOLIDAYS: 1/17, 2/21**

1. **SESSION DATES:** \_\_\_\_\_ to \_\_\_\_\_
2. **DAYS OF CLASS:**       MONDAY                       WEDNESDAY                       SATURDAY (8am-12p)  
 TUESDAY                       THURSDAY                      \*No classes held Fridays or Sundays
3. **# OF WEEKS:** \_\_\_\_\_
4. **TIMES:** \_\_\_\_\_ to \_\_\_\_\_
5. **LENGTH OF CLASS:** \_\_\_\_\_ hours \_\_\_\_\_ minutes
6. **GENDER:**                       MALE                       FEMALE                       CO-ED
7. **PARTICIPANT AGES:**      Min \_\_\_\_\_ Max \_\_\_\_\_
8. **# OF PARTICIPANTS:**      Min \_\_\_\_\_ Max \_\_\_\_\_
9. **FEES:**                      CLASS FEE \_\_\_\_\_                      COUPLES FEE \_\_\_\_\_                      MATERIALS FEE \_\_\_\_\_