

CITY OF PETALUMA, RECREATION SERVICES

Summer 2010 Class Proposal Application

May 3 - August 21, 2010

Application Deadline: January 8, 2010

Proposals received by the deadline will receive priority.
Incomplete proposals may be returned for completion and late proposals may not be accepted.

| | |
|---|---|
| Last name: _____ | First name: _____ |
| Address: _____ | City/State/Zip: _____ |
| <input type="checkbox"/> Home phone: _____ | <input type="checkbox"/> Work phone: _____ |
| <input type="checkbox"/> Cell phone: _____ | <input type="checkbox"/> Fax: _____ |
| <input type="checkbox"/> E-mail: _____ | Date of birth: _____ |
| <input type="checkbox"/> 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).

Class 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:

| | | |
|--|---|---|
| <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Fitness & Health | <input type="checkbox"/> Personal Enrichment |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Language Arts | <input type="checkbox"/> Sports |
| | | <input type="checkbox"/> Visual & Performing Arts |

Location of activity if other than Community Center: _____

Session 1: May 3-August 21

Holidays: 5/25, 7/4

1. Session dates: _____ to _____

2. Day(s) of class: Monday Wednesday Saturday (8am-12p)
 Tuesday Thursday *No classes held Fridays or Sundays

3. Number of weeks: _____

4. Times: _____ to _____

5. Length of class: _____ hours _____ minutes

6. Gender: Male Female Co-ed

7. Participant ages: Min _____ Max _____

8. Number of participants: Min _____ Max _____

Session 2: May 3-August 21**Holidays: 5/25, 7/4**

1. **Session dates:** _____ to _____
2. **Day(s) of class:** Monday Wednesday Saturday (8am-12p)
 Tuesday Thursday *No classes held Fridays or Sundays
3. **Number of weeks:** _____
4. **Times:** _____ to _____
5. **Length of class:** _____ hours _____ minutes
6. **Gender:** Male Female Co-ed
7. **Participant ages:** Min _____ Max _____
8. **Number of participants:** Min _____ Max _____
9. **Fees:** Class fee _____ Couples fee _____ Materials fee _____

Session 3: May 3-August 21**Holidays: 5/25, 7/4**

1. **Session dates:** _____ to _____
2. **Day(s) of class:** Monday Wednesday Saturday (8am-12p)
 Tuesday Thursday *No classes held Fridays or Sundays
3. **Number of weeks:** _____
4. **Times:** _____ to _____
5. **Length of class:** _____ hours _____ minutes
6. **Gender:** Male Female Co-ed
7. **Participant ages:** Min _____ Max _____
8. **Number of participants:** Min _____ Max _____
9. **Fees:** Class fee _____ Couples fee _____ Materials fee _____

Session 4: May 3-August 21**Holidays: 5/25, 7/4**

1. **Session dates:** _____ to _____
2. **Day(s) of class:** Monday Wednesday Saturday (8am-12p)
 Tuesday Thursday *No classes held Fridays or Sundays
3. **Number of weeks:** _____
4. **Times:** _____ to _____
5. **Length of class:** _____ hours _____ minutes
6. **Gender:** Male Female Co-ed
7. **Participant ages:** Min _____ Max _____
8. **Number of participants:** Min _____ Max _____
9. **Fees:** Class fee _____ Couples fee _____ Materials fee _____