



Dear Potential Contract Instructor:

Thank you for your interest in the Hillcrest Center For the Arts programs. We are looking for dedicated professionals committed to serving our local community and establishing a true partnership with The Hillcrest Center for the Arts.

Attached is an Instructor Application and Class Proposal Form. Please complete this form and return it as soon as possible. Generally proposals and applications must be submitted a minimum of 2 to 3 months prior to the session in which you wish the class to be offered, in order for it to be considered. Once your proposal and application have been reviewed you will be contacted on its status. Please review the information attached on the path to becoming a Hillcrest Center for the Arts Instructor.

Information you should know:

- Compensation for instructors contracted with Conejo Recreation and Park District is based on a range of approximately 50% of the course fees collected. Instructor compensation is prepared once fees and on site registration forms have been completed and returned. Fee's for materials are paid though lab fee's paid by the participants, therefore this should be considered when figuring fee amounts.
- Courses offered through the program will be posted on the Conejo Parks and Recreation District Website and the Hillcrest Center for the Arts Website. In addition, they will be advertised in our brochure, which is sent out to residents of the Conejo Valley. Although some publicity is provided by the Parks District and the Hillcrest Center through the website and other methods, instructors are encouraged to publicize their classes and recruit additional students independently to ensure their classes success
- In order to assure the quality of the classes that the Hillcrest Center provides, the Hillcrest Center reserves the right to observe classes.
- All instructors will be required to complete fingerprinting through the Conejo Recreation and Parks District.

If you have any further questions regarding the Community Education program please contact us at 805-381-2747.

Sincerely,

Megan McDonough
Cultural Programs Coordinator
Hillcrest Center for the Arts

Instructor and Course Application

Instructor Information

Date: _____

Name: _____

 First Last

Address: _____

 Street City State Zip

Business Name (if applicable): _____

Work Telephone: _____ Home Telephone: _____

Fax #: _____ Email: _____ Releasable? Yes ___ No ___

Please list qualifications to teach the course(s) including experiences, licenses held, certificates or degrees in the proposed subject matter: _____

Please list other teaching experiences: _____

Educational institutions attended:

Institution attended	Degree(s)/Certificate(s)	Year
Institution attended	Degree(s)/Certificate(s)	Year
Institution attended	Degree(s)/Certificate(s)	Year

Professional References relating to the subject matter.

Name	Position/Title	Phone #
Name	Position/Title	Phone #
Name	Position/Title	Phone #

I authorize you to contact these references regarding my application. Yes No

Short Course Information

(Duplicate this section to propose additional courses)

Proposed Course Title: _____

Please give a brief description of the course, as you would want it to appear in the program publicity. (Approximately 25 words in length): _____

Suggested Cost: \$ _____ Material Fee(s): \$ _____

How many times would this class meet? _____ Length of each session: _____

How many sessions desired per week? _____ Preferred days of the week: _____

Preferred time of day? _____

If you already have dates in mind: Start date? _____ End date? _____ Any skip date(s): _____

Are their prerequisites for this class? Yes _____ No _____ If yes, please list _____

Are there any age requirements? Yes _____ No _____ If yes, please list _____

Do you have any class enrollment preferences? MAX _____ MIN _____ Other _____

Are there any materials required for the students? Yes _____ No _____ If yes, please list _____

Will you provide handouts to the students? Yes _____ No _____ If yes, please attach a sample

What kind of facility/room setup is needed for this class? _____

If you have taught this class elsewhere, where in the past three years have you taught this class?

Location	Dates	Fees
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Send completed application to the attention of the The Hillcrest Center For the Arts
403 W. Hillcrest Drive, Thousand Oaks CA, 91360**