

Instructor Application Procedures:

All instructors requesting to teach programs at Sugar Sand Park Community Center must complete an *Instructor Application*. Along with the application, a resume and supporting literature/material about the program are required. Applications must be completely filled out. All supporting documentation must be turned in with the application. Incomplete applications will not be reviewed.

Completed applications will be reviewed by the appropriate staff to determine the following:

1. Interest/Duplication of Services
2. Space availability
3. Compliance with the recreational agenda and policies of Sugar Sand Park Community Center

In addition to the completed application the following documents are required:

- A background check (Level 1 or Level 2 as determined by the City)
- A complete resume with a minimum of three years of experience presenting the same or similar programs
- A complete agenda for the program and syllabus for the program
- Proposed cost of program

For birthday party program applicants only:

- A minimum of 12 weekends of availability is required; dates must be cited on application
- Proof of liability insurance, citing the City of Boca Raton and the Greater Boca Raton Beach and Park District with a minimum of \$1,000,000 (one million dollars) coverage
- A complete agenda for the program that must not exceed 2 hours in length

Sugar Sand Park Community Center

Instructor Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone: ()

E-mail Address: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Company History

Company Name: _____ Phone: _____

Address: _____ Owner: _____

Years in Business: _____

Purpose of _____

Company: _____

Program Information

Program Title: _____ Target Age Group: _____

Program Length: _____ Class Size: Max _____ Min _____

Program Fees: _____ Materials Fee (if applicable): _____

Materials Fee is for (list): _____

Program Description: _____

Dates of Availability: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to me being selected to present programs at Sugar Sand Park Community Center, I understand that false or misleading information in my application or interview may result in the cancellation of any signed agreements with the City of Boca Raton.

Signature: _____ Date: _____