



November 23, 2010

Dear Potential Instructor,

Thank you for your interest in working for the Euless Parks and Community Services Department. While our recreation center is filled with a variety of unique programs, we always enjoy expanding our list of activities to benefit our citizens. To view a full listing of the current classes that we offer, please visit our website at www.eulesstx.gov/pacs.

To submit your proposal, please fill out the attached class planning sheet. You may include any promotional materials or fliers that would provide more information about the class you wish to offer. Once your proposal has been submitted, it will be reviewed, and you will be contacted to set up a meeting to further discuss your ideas.

Instructors will be paid at the end of each month. Instructor pay is based on a percentage of the class fees collected per session. Instructors will help set prices for the classes, as well as decide on enrollment numbers, times, and days of the program.

Information about classes will be posted online on the Euless Family Life Center page of the City website. Additionally, monthly newsletters will be mailed out to Euless residents through Water Bill inserts, and these newsletters will also be available at municipal buildings and various businesses around the City. Class information must be submitted at least two months in advanced in order to be included in these publications.

If you have any questions regarding this process, please feel free to contact me. Thank you for your interest, and we look forward to partnering with you in the future.

Sincerely,

Sonja Howard
Recreation Specialist – Programs
(817) 685-1668
showard@eulesstx.gov

Drop Off or Mail to:
 Euless Family Life Center
 201 N. Ector Drive
 Euless, TX 76039



Attn: Sonja Howard
 showard@eulesstx.gov
 Telephone: (817) 685-1668

Independent Contractor Class Proposal

Class Title: _____

Session	Start Date	End Date	Start Time	End Time	Day(s)	# Wks	Class Fee (+ \$2 Admin Fee)
1	___/___/___	___/___/___	__:__:__	__:__:__			\$_____ + \$2 = \$_____
2	___/___/___	___/___/___	__:__:__	__:__:__			\$_____ + \$2 = \$_____
3	___/___/___	___/___/___	__:__:__	__:__:__			\$_____ + \$2 = \$_____
4	___/___/___	___/___/___	__:__:__	__:__:__			\$_____ + \$2 = \$_____
5	___/___/___	___/___/___	__:__:__	__:__:__			\$_____ + \$2 = \$_____

Age Min: _____ Age Max: _____ Class Enrollment Min: _____ Class Enrollment Max: _____

Class Description:

Instructor Information:

Full Name (including previous/maiden names): _____
 Address: _____ City: _____ Zip Code: _____
 Primary Phone #: _____ Secondary Phone #: _____
 Email Address: _____ Emergency Contact/#: _____

Background Check:

Consent to a Background Check (please check one): Yes _____ No _____ Social Security #: _____
 Date of Birth: _____ Driver's License #: _____ State Issued: _____
 Counties resided in the past seven (7) years: _____

I understand and hereby authorize and give permission for the City of Euless to conduct verification and/or investigations of my criminal history, character, employment history, reputation, and any other job related investigations as are necessary to determine my qualifications for issue of a contract to instruct. Contract will not be granted if it does not meet City of Euless standards. If contractor does not meet City of Euless standards, the contract granted could be terminated within 24 hours. I hereby release the City of Euless from any legal liability for contract decisions based on such information.

Signature: _____ Date: _____