



City of Norco
 Parks & Recreation Department
 Leisure Lifestyle Classes
 2870 Clark Ave, Norco CA 92860
 (951)270-5632 FAX (951) 270-5681



INDEPENDENT CONTRACTOR PROPOSAL FORM

INSTRUCTIONS:

Please complete contract proposal form and submit to City of Norco Parks and Recreation, at 2870 Clark Avenue, Norco, CA 92860. (Please print or type forms)

Detailed information will assist in the approval of the contract proposal. ALL questions should be answered completely and emphasis should be given to program content.

Should the contract proposal be approved, you may be asked to appear for an oral interview.

NAME: _____ SOCIAL SECURITY NO.: _____

ADDRESS: _____
 (Street) (City) (State) (Zip)

HOME PHONE (_____) _____ WORK PHONE (_____) _____

I. **INSTRUCTOR INFORMATION:**

A. Experience in designated activity

B. Other related skills

C. Days/Hours of availability

D. Experience in working with public (include paid and volunteer experience)

E. References:

<u>Name</u>	<u>Relationship</u>	<u>Address</u>	<u>Phone #</u>
_____	_____	_____	_____
_____	_____	_____	_____

II. CONTRACT PROPOSAL FOR (Activity): _____

III. PROGRAM CONTENT OUTLINE: Please attach a supplemental sheet.

IV. PROGRAM CAN BE OFFERED (Circle): Spring (Feb-May) Summer (June-Sept) Fall/Winter (Oct-Jan)

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I. PROPOSED ACTIVITY TITLE: _____

II. PROGRAM INFORMATION: _____

A. Facilities needed:

B. Class/Activity: _____

1. Number of meetings per week _____ 2. Length of class/activity _____ weeks

3. Duration of each class/activity meeting _____ 4. Preferred days of week _____

5. Minimum class size _____ Maximum class size _____

6. Age requirements _____ 7. Pre-requisite _____

8. Supplies needed: Provided by instructor _____ Cost: _____
 Provided by student _____ Cost: _____

9. How would you advertise this class/activity? _____

10. Recommended fees to be charged _____

CONVICTIONS

Have you ever been convicted of a felony or misdemeanor? _____ Yes _____ No

Have you ever been convicted of a child molestation or firearms violation _____ Yes _____ No

If yes, list all incidents below.

CONVICTION	APPROX. DATE	CITY & STATE	SENTENCE OR PENALTY
_____	_____	_____	_____
_____	_____	_____	_____

All contract instructors are required to submit fingerprints and the Life Scan payment of \$53.00 to the City for background check before contracts will be approved. Fees are subject to change.

All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for termination of my contract.

Signature _____ Date _____