

Class Size (Min/Max): _____ Age of Participants (Min/Max): _____

Does the participant need prior experience (if yes, explain)? _____

Is special equipment or attire required (if yes, explain)? _____

Proposed day(s) of the week: _____ Proposed time of day: _____

Total number of class meetings: _____ Total hours of instruction: _____

Facility or room requirements (i.e. hard floor, carpeting, mirrors, projection screen, etc.): _____

Previous Instructor Experience

If you have no prior teaching experience, please list three personal references and attach a statement or your qualifications to teach the course you are proposing.

<u>Dates Worked</u>	<u>Contact Person</u>	<u>Phone No.</u>	<u>Agency</u>	<u>Reason for Leaving</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

If you are not a U.S. Citizen, do you have the legal right to work in the U.S.? _____

I hereby certify that all the statements made on this Course Proposal form are true and complete to the best of my knowledge. I understand that any misstatements of material facts may be cause for cancellation of my contract to teach in the City of San Leandro.

Signature: _____ Date: _____

Send to the Attention of: Fifi Jahan
San Leandro Recreation and Human Services Department,
15301 Wicks Blvd., San Leandro CA 94579
Fax: (510) 352-3049 e-mail: fjahan@sanleandro.org

Send to the Attention of: Ely Hwang
San Leandro Recreation and Human Services Department,
13909 E 14th St., San Leandro CA 94578
Fax: (510) 577-3470 e-mail: ehwang@sanleandro.org

For Department Use Only

Date Received: _____ Course Selected: _____ Start Session: _____

Additional Notes: _____