



Continuing Education

PART-TIME INSTRUCTOR APPLICATION

Name:		Date:
Address:		City:
State and Zip Code:		
Telephone Numbers: Day	Evening	Cell
E-mail Address	Business Name	Federal Tax ID #:
Teaching position applying for (ie. Subject)		
Courses/Workshops you would like to teach, by title:		
Present Occupation:		

EDUCATIONAL BACKGROUND:

High School/College/University	Major	Degree(s)

What formal training and or experiences uniquely qualify you to teach the course under consideration? Academic, Professional, Civic Organizations.

Biographical information: Please write a paragraph about your qualifications to teach this class.

Employment History: List positions you have held that are relevant to the position sought.

Dates	Employer	Location	Duties

How do you describe your teaching style?

What teaching aids do you use most often?

Attach the following to application: **1. Course Outline**
2. Two or more letters of reference

I certify that any and all statements, which I have set forth in this application, are true and correct to the best of my knowledge. I understand that part-time instructor applicants must be approved by the Program Supervisor and that a class is not necessarily scheduled for the term immediately following approval. Teaching a class does not imply continuing employment.

Comments based on interview:

Applicant's signature

Date

Programmer's Signature

Date

Attended TA: _____

Program Supervisor's Signature

Date