

# Instructor Application and Proposal

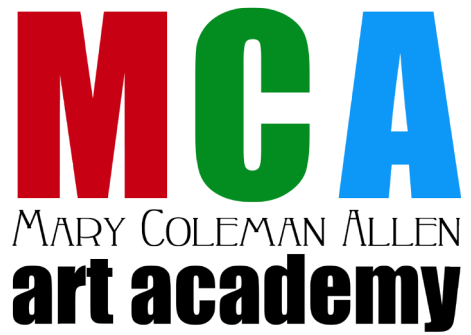
Page 1 Instructor Information

Troy-Hayner Cultural Center

301 West Main Street

Troy, OH 45373

www.troyhayner.org (937) 339-0457



## Contact Information

Please provide your contact information and tax info.

Name \_\_\_\_\_ Company Name (if applicable) \_\_\_\_\_  
SSN or State ID# (Required, if accepted) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been convicted of or pled guilty to a felony or drug, theft, or sex-related offense?  
If yes, when? \_\_\_\_\_ Explanation (Attach separate page, if needed) \_\_\_\_\_

## Education

Please begin with highest degree earned.

High School, College or University	Major	Minor	Diploma/Degree	Year

## References

Please provide references who can attest to your teaching skills and/or subject knowledge.

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_  
Company/Position \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_  
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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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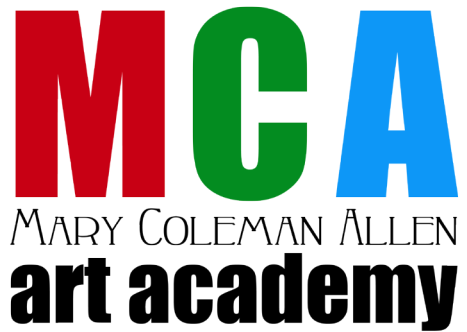
Page 2 Class Proposal

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Your Name:

Class Title:

Brief Description of the class:

Is the class:  a one day workshop  a series of more than one day  
Length of Class Preferred Day/s Preferred Start Time

Student Ages (Circle all that apply) Pre K K - 3rd 4th - 6th Teen Adult Parent & child

Classroom Requirements (Circle all that apply)

Extra Ventilation Throwing Wheel Water Electricity Easel Projector Screen Whiteboard  
Other (explain)

Minimum Number of Students

Maximum Number of Students

Class Fee per Student? - \$  
(Includes 15% fee for Hayner)

Supply Fee per Student? - \$  
(This fee should be incorporated in the overall class fee.)

List the class supplies that will be provided by the Instructor and/or student (Attach a separate sheet if needed.)

What do you, as the Instructor, want each student to take away from the class? (Attach a separate sheet if needed.)

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Signature

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Date