



City of Paso Robles
Independent Contract Instructor
Application Process

Thank you for your interest in becoming an Independent Contract Instructor for the City of Paso Robles, Community Services Department. Our programs, classes, and events enhance the quality of life for so many in our community. With a growing population and ever-changing needs, we are always open to opportunities to complement our current programming.

Promoting Our Classes

To support you in the promotion of your activities, we create an online registration page for each of your class(es) using our Active Net software. Links to your classes are featured on the City's Recreation Services [website](#), in a bi-monthly City newsletter blast, on recreation banners and in email blasts. We also promote activities through press releases, monthly magazine advertising, our social media pages and with flyers in the lobby at Centennial Park and at the Paso Robles City Library.

Beginning the Process

Please fill out and return the following two forms to begin the application process:

- *Confidential History with references and copies of certifications*
- *Proposals for your classes (separate proposal for each class title)*

Fingerprint Clearance & Insurance Coverage

After we check your references and review your proposals, I will send you the form for submitting fingerprints for clearance. Regardless of previous fingerprinting, you will need to submit fingerprints through our department. Depending on what you would like to teach, you may also be required to obtain insurance coverage.

Appointment to Sign Paperwork and Finalize Details

After we receive notification of your fingerprint clearance, I will schedule an appointment with you to explore options regarding your proposed classes. We will do our best at that time to accommodate your specific classes based on space availability and timeliness of your proposals. At our meeting, I will give you a copy of our Contract Instructor Handbook and review department policies, registration procedures, payment for contractor services, and emergency procedures. You will also fill out and sign the following:

- *W9*
- *Independent Contract Instructor Agreement*

If you have any questions or need clarification regarding the application process, please feel free to call or email me at any time.

I look forward to discussing your ideas!

*Heather Stephenson
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