



National Park Community College

Non-Credit / Continuing Education Instructor Application

Applicant Information

Full Name: _____ **Today's Date:** _____
Last First

Address: _____
Street Address

City State Zip

Day Phone: () _____ **Cell Phone:** () _____
Evening Phone: () _____ **Fax Number:** () _____

Email _____ I check email: __ daily __ weekly __ never

Birthday (Month & Day Only) _____ **Emergency Phone:** _____

Proposed Course Information

Course Title: _____

Description: _____

Number of Sessions: _____

Hours per Session: _____

TL Hours per Course: _____

Dates Available: _____ to _____ **Alternate Dates:** _____ to _____

Times Available: _____ to _____ **Alternate Times:** _____ to _____

**Please attach a complete syllabus for this course to this application.*

Classroom Requirements

I am interested in teaching at NPCC Campus Hot Springs Village Location Both

Room Type Preferred:

- Computer Lab (up to 20 attendees) – Windows Computer Applications
- Standard Classroom (up to 30 attendees) – Classroom Seating, Whiteboards
- Faculty Dining Room (up to 20 attendees) – Large Tables, Sink, Television
- Boardroom – *one day seminars only* (up to 15 attendees)
- Art Room – *if available* (up to 15 attendees)
- Auditorium (up to 125 attendees)
- Gymnasium - *Athletic use must be approved* - Stadium seating, Lecture Style
- Southside Student Center (up to 75 attendees) – Large Tables, Lecture Style

Equipment needs: TV/Video TV/DVD Overhead/Screen LCD projector/Screen
 Whiteboard Chalkboard Other: _____

Materials NPCC to purchase: _____

Cost of Materials: \$ _____ **Material cost:** _____ per class or _____ per student

Materials for student to bring from home: _____

Please return this application, resume, and syllabus to: NPCC Continuing Education Dept. 101 College Dr. Hot Springs, 71913

Education

High School: _____ **Address:** _____
College: _____ **Address:** _____
Degrees Awarded: _____

**Please attach a complete resume to this application*

Previous Employment

1.
Company: _____ **Job Title:** _____
Supervisor: _____ **Phone #:** _____
Address: _____ **Dates:** _____ **to** _____

2.
Company: _____ **Job Title:** _____
Supervisor: _____ **Phone #:** _____
Address: _____ **Dates:** _____ **to** _____

May we contact your previous supervisors for a reference? Yes No

References

1. **Name:** _____ **Relationship:** _____
Company: _____ **Phone #:** _____
Address: _____ **No. Years Known:** _____

2. **Name:** _____ **Relationship:** _____
Company: _____ **Phone #:** _____
Address: _____ **No. Years Known:** _____

3. **Name:** _____ **Relationship:** _____
Company: _____ **Phone #:** _____
Address: _____ **No. Years Known:** _____

Interview Availability

Mon. Time: **Tues.** Time: **Wed.** Time: **Thur.** Time: **Fri.** Time:
 Other: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application, resume, or interview may result in my release.

Signature: _____ **Date:** _____