

PERSONAL INFORMATION

Mr. Mrs. Ms. Miss

Last Name: _____ First Name: _____

Home Address: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ E-mail: _____

Occupation: _____ If teacher, name of school: _____

AREAS OF EXPERTISE

Please list in order of preference, the SUBJECTS OR TOPIC AREAS you wish to teach for Chinook Learning Services.

1. _____

2. _____

3. _____

Indicate education and/or experience (particularly specify any qualification you have relating to Continuing Education):

Training Education: _____

Teaching Experience: _____

REFERENCES: Please give names and phone numbers

Date: _____

Signature: _____

At Continuing Education our Statement of Belief is that:

“The Quality Of Life For Individuals And The Community Is Improved Through A Lifelong Pursuit Of Interests And Skills.”

In order to assess whether the program can be offered by our department, please provide the following information.

1. Course Title: _____

2. Target Group: _____

3. Course Descriptor: (30-50 words)

4. Suggested course information:

_____class session(s) at _____hours per session = _____maximum total hours

Preferred term (check more than one if desired) Fall Winter Spring/Summer

Preferred days Monday Tuesday Wednesday Thursday Friday Saturday

Preferred times Morning Afternoon Evenings

_____Minimum number of participants _____Maximum number of participants

5. Supplies needed and approximate cost per student.

6. Please list audiovisual equipment (for example, overhead project, DVD/TV) and special facility needs (for example, ovens, sinks) the course would require.

7. Do you offer this course at another location in Calgary? If yes, Where? When? Cost?

8. Please elaborate on your qualifications pertaining to the proposed program. Attaching your resume or biography would be helpful.

PLEASE SEND YOUR COMPLETED INSTRUCTOR APPLICATION AND/OR NEW COURSE PROPOSAL INFORMATION TO:

Instructor Application / New Course Proposal
Chinook Learning Services, Continuing Education
Viscount Bennett Centre
2519 Richmond Road SW
Calgary, Alberta, Canada T3E 4M2

OR Fax to 403-777-7568

Your proposal will be forwarded to the appropriate Program Designer for review and approval. You will be contacted if there is an opening for your program. Calgary Board of Education Policy 2027.4 requires that applicants WHO ARE OFFERED EMPLOYMENT provide a security clearance. The cost of the security clearance will be at the applicant's expense.