

Application Instructions: **Community Education Instructor**

Please follow these instructions if you are applying for a teaching position with Community Education or one of its programs (College for Kids, Edventures).

Please mail, email, fax or return in person:

- Resume or VITA
- Completed application form (either printed and signed or e-signed)
- Copy of current DPS fingerprint card (College for Teens only – you will need to show original card at time of hiring.)
- Course outline(s) for proposed course(s).

Mail to:

Yavapai College Community Education
1100 E. Sheldon St., PMB 6912
Prescott, AZ 86301

Fax: (928) 717-7635

Email: CommEd@yc.edu

In Person: Heather Hurst, YC - Prescott Campus, Building 31-103

Applications for Summer 2009 Community Education must be received no later than March 10, 2009 for consideration. Applications received after March 10, 2009 will be kept on file for consideration in future semesters. Proposals for the College for Kids program must be received by March 23, 2009 for consideration. You may also use this form to apply for Fall 2009 semester – please make a note on your application of your preferred term. If your application is selected for the Summer 2009 term, you will be notified by March 23, 2009. Please note that there is only one 6-week session for the regular Summer session and there is no class the week of June 29 - July 4. College for Kids Session A (3 weeks) is from June 1 – June 18 and Session B (3 weeks) is from July 6 – July 23, 2009. During summer sessions courses can be taught M-Th only.

Thank you for your interest in teaching in your community!

****Information on obtaining a DPS Fingerprint Card** can be obtained at <http://www.azdps.gov> or you may request a packet directly from DPS by either calling (602) 223-2279 or faxing your request to (602) 223-2947. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Fingerprint cards are valid for 6 years from the date of issue. It takes 5-8 weeks to get a Fingerprint card so begin this process early!

Questions? Call 717-7638