

Application Instructions: **Community Education Instructor**

Please follow these instructions if you are applying for a teaching position with Community Education or College for Kids.

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 Kids only – you will need to show original card at time of hiring.)
- Course outline(s) for proposed course(s).

Verde Valley Campus

Questions? Call 634-6530

Mail to:

Linda Buchanan
Community Education Coordinator
Yavapai College – Verde Valley Campus
601 Black Hills Drive
Clarkdale, AZ 86324

Fax: (928) 717-7895

Email: Linda.Buchanan@yc.edu

In Person: Linda Buchanan, YC – Verde Valley Campus, Building H-105

Applications and proposals for Summer 2011 Community Education and College for Kids must be received no later than February 15, 2011, for consideration. Applications received after that date will be kept on file for consideration in future semesters.

Proposals for Fall 2011 Community Education must be received by July 1, 2011, for consideration.

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!