



Gualala Arts Center Presents Global Harmony Summer Adventure Camp Teacher Application/Contract***



Tuesday through Friday, July 8-11 2014
Tuesday through Friday, July 15-18 2014
Teachers: 9:00am-1pm (8:30am on first day July 8)
Students: 9:30am-12:30pm (9:15am on first day July 8)

Teacher's Name: _____

Mailing Address: _____

Phone (h): _____ Phone (c): _____

Email: _____ Fax: _____

• T-Shirt size (*You will be given a staff T-Shirt*) **Please Circle:**

S	M	L	XL	XXL
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• Class Title: _____

• Class Description: _____

• Equipment, Set up, & Room space needed: _____

• Materials you need to purchase: _____ Estimate Cost: \$ _____
*(Receipts needed for reimbursements **by July 14.** - Prior approval required – try to use existing supplies first)*

• Have you worked at Gualala Arts Summer Art Program in the past? YES: last year? or NO

• Do you have experience working with children & art? *Please explain below or attach resume.*

• Artist Statement: _____

• Reference #1 _____
Name: Relationship Phone # or Email

• Reference #2 _____
Name: Relationship Phone # or Email

• Do you have a suggestion for this year's theme: _____

- Are you available for the Pre-Program orientation meeting: Monday July 7 at 5:30pm YES or NO
- Do you have an Assistant you would like to work with (or not) Please specify: _____

Teachers must be available on site at the Gualala Arts Center from 9am to 1pm (8:30 on first day) Tuesdays through Fridays from July 8 thru July 18, 2014. Instructors are responsible for organizing class curriculum, assuring all supplies are gathered and ready for student projects on class days, instructing and supervising students, directing assistants, and classroom clean up at end of day and end of program.

Gualala Arts Summer Art Program Teacher payment is \$700 (35 hours x \$20 per hour)

Gualala Arts Summer Art Program Teachers are considered Independent Contractors.

- I would like to receive a payment of \$20 per hour. (1099 will be issued when over \$600)
- I would like to donate my whole payment back to Gualala Arts.
- I would like to donate back \$_____

If your are hired, for publicity purposes, you will be requested to submit publicity information including (1) an explanation of the class (2) teacher statements (3) a short biography, and (4) image(s) representing your class (300 ppi, 2700 pixels high jpg.). This should be sent to pr@qualalaarts.org or you can mail a burned to a DVD or CD to Gualala Arts PO Box 244, Gualala, CA 95445.

If any portion of this agreement is held to be invalid, its invalidity will not affect the validity or enforceability of any other provision of this agreement. This contract constitutes the entire agreement between the parties, and no promises or representations, other than those contained herein and those implied by law, have been made. This agreement is entered into for the duration of the contract and may be modified at any time by mutual written agreement. If any of the conditions of this agreement jeopardize the non-profit status of Gualala Arts they will be addressed and made appropriate to the non-profit rules and regulations.

I have read and agree to the terms listed above. All above information contained herein is correct to the best of my knowledge.

Instructor Signature: _____ Date: _____

Print Instructor Name: _____

Please return completed form to the Gualala Arts office in Person or mail to
Gualala Arts, Summer Art Program for Youth, PO Box 244 Gualala, CA 95445

 Approval Signature: _____ Date: _____
 David Susalla, Executive Director, Gualala Arts

*** Contract not valid until signed by Executive Director

PLEASE NOTE: At the request of our insurance company, a background check is required for all adults (anyone over 18) who will be working with or around the children in our Global Harmony Summer Adventure Camp. The enclosed sample form will be presented for signature at the offer of employment.

Office Use Only:	Received:	Responded:	Initials:	W-9 On file:	YES	NEEDED
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Authorization for Criminal History Record Check (form #100.1 dated 7/3/2013)

I, _____ (print your name), hereby authorize Gualala Arts or a third party vendor to obtain information pertaining to any criminal charges currently pending and/or convictions I have had for violation of municipal, county, state or federal laws. This information will include, but not be limited to, allegations regarding, and convictions for crimes committed upon minors. I understand that this information will be gathered from any law enforcement agency of this state or any state or federal government, or from third-party providers of information originally obtained from law enforcement or court records. I

I have been given a separate notice of my rights under the California Investigative Consumer Reporting Agencies Act. I understand that I will be entitled to copies of the record and be given an opportunity to challenge the accuracy of any information received that appears to implicate me in criminal activities. To facilitate this challenge, I will be told the nature of the information and the agency from which it was obtained. It will be my responsibility to contact that agency to correct any inaccurate record. I further understand that until Gualala Arts receives notification from that agency correcting any inaccuracies any employment or volunteer assignment will be deferred.

As an applicant for a staff/volunteer position, I hereby attest to the truthfulness of the representations I have made regarding my criminal history, if any. Except as I have disclosed, I have not been found guilty of, or entered a plea of nolo contendere or guilty to any criminal misdemeanor or felony. I understand that I do not have to disclose any sealed or expunged conviction records.

I understand that I must be truthful and, if any statement I have made is found to be false, I will be denied the position for which I am making application or, if already accepted, terminated from my position. I understand that conviction records are not an automatic bar to employment and will be reviewed based on their number, nature and recentness to determine suitability for the position.

SIGNATURE OF APPLICANT

DATE

Applicant – Note that there is a second section for you to complete below. Please clearly print all information.

FULL NAME OF APPLICANT

ADDRESS

CITY

STATE

ZIP

The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.

TO BE COMPLETED BY ORGANIZATION: Identification verified with government issued picture identification.

DATE _____ TYPE OF IDENTIFICATION _____ VERIFIER'S INITIALS _____

[After background check has been completed, this section of personal information should be removed and shredded.]

DATE OF BIRTH

SOCIAL SECURITY NUMBER

Male Female

SEX (CIRCLE ONE)

DRIVER'S LICENSE NUMBER

STATE OF ISSUANCE

DATE OF EXPIRATION

[After background check has been completed, this section of personal information should be removed and shredded.]

A Summary of Your Rights Under the Provisions of California Civil Code Section 1786.22

The Investigative Consumer Reporting Agencies Act (ICRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). You can find the complete text of the ICRA, at the California Privacy Protection web site (<http://www.privacy.ca.gov/icraa.htm>). The ICRA gives you specific rights, as outlined below. You may have additional rights under federal law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

Civil Code Section 1786.22.

An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.

Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:

In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.

By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.

A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.

The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.

The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.

The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.