

Instructor/Trainer Application

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () E-mail Address: _____
Have you ever worked for Long Beach City College? If yes, when?
 YES NO

Education

College/Institution Name Attended: _____
Degree: _____

Training Experience

Institution name where you delivered training: _____

Audience: _____

How many times have you trained on this topic: _____

May we contact for a reference? YES NO

Institution name where you delivered training: _____

Audience: _____

How many times have you trained on this topic: _____

May we contact for a reference? YES NO

Institution name where you delivered training: _____

Audience: _____

How many times have you trained on this topic: _____

May we contact for a reference? YES NO

Please state briefly why you are interested in training at the Center for Training and Professional Development at Long Beach City College.

Type your response here:

Certificates/Experience Provide a clear list of certificates, accomplishments and experience that may demonstrate your area of expertise

Type your response here:

Interactive Approaches used to enhance training and understanding of topic: Provide one clear example of an interactive approach you used during training

Type your response here:

COURSE PROPOSAL CHECKLIST

Proposed Course Title:

Course Topics: (Please list the training course topics)

Type your response here:

What will participants learn?

Type your response here:

How is this Course Taught? (e.g.50% lecture/50% Individual/Team Exercises, real work experience, etc.)

Type your response here:

Materials/Supplies: (handouts/textbooks/references used in the course)

Type your response here:

Total Training Hours?

Type your response here:

Who is the Target Audience? What industries is your Training applicable to?

Type your response here:

Preferred Class size?

Type your response here:

How would you market your training?

Type your response here:

