



Cindy L. Murray
Crafty Neighbor
2006 Stefani Place
Carrollton, Tx 75007
cindy@craftyneighbor.com
972/965-2606

Re: Instructor Application; Crafty Neighbor Scrapbooking Cruise

Dear Applicant,

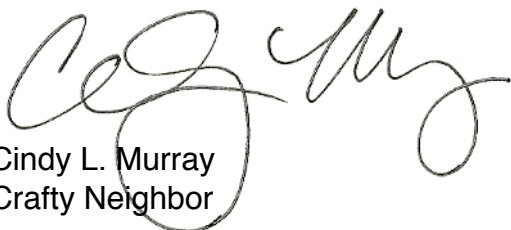
Thank you for your interest in teaching on a Crafty Neighbor Scrapbooking Cruise. Please find the attached Description of Duties and the official application. Completed applications may be sent to the address above, emailed to cruise@craftyneighbor.com, or faxed to 972-665-6781. If you have any questions please call or email.

It is our desire to attract high-quality, experienced instructors for a variety of classes on our upcoming cruises. Applicants should be detail oriented with a good work ethic and advanced skills in a variety of disciplines, including, but not limited to, scrapbooking, paper-crafting, card-making, art journaling, Bible journaling, and more. References and samples are requested.

We are currently offering two types of positions based on the length of the cruise. For our 7-night cruises, instructors will be involved in multiple facets of cruise planning for the group with a full-slate of courses being offered throughout the cruise. Instructors will work together as a team to present all program material and will split the revenues equally with the organizer. Our 5-night cruises will offer optional classes designed and priced individually by the instructor (with organizer's approval) with all proceeds from the class going directly to the instructor. All positions are contract labor, no taxes will be withheld, and no other benefits are guaranteed.

The dates for our upcoming cruises are available on our website at <http://www.craftyneighbor.com/cruises/cruises.html>

Sincerely,



Cindy L. Murray
Crafty Neighbor

Instructor Duties and Expectations

This list has been compiled to help you understand the basic requirements and expectations for all instructors working on a Crafty Neighbor Scrapbooking Cruise. Please read through these terms and conditions BEFORE applying to become an instructor for Crafty Neighbor.

1. AVAILABLE FOR WORK. You MUST be available and in attendance for the entire duration of the cruise – no exceptions. If you work at another job, you are expected to request that time off and provide proof (in writing) that you will be able to cruise on the dates in question.

2. DUTIES. As an independent contractor, you will be expected to:

- a) Help promote and advertise the cruise
- b) Attend all meetings and work days
- c) Actively participate in all group activities
- d) Actively seek sponsorships and donations for gifts and prizes
- e) Assist with sorting and packing of all supplies and equipment
- f) Attend and assist with pre-cruise Q&A gatherings
- g) Help plan and implement all classes, make-n-takes, gifts, and decorations
- h) Create, deliver and/or install pillow gifts and door decorations.
- i) Design and teach classes and make-n-takes on the cruise.
- j) Learn how to assemble all class projects so as to assist participants as needed.
- k) Assist with creating and assembling class/workshop kits, demos, and samples.
- l) Take shifts with other instructors to ensure there is always someone in the room during the daytime on “at sea” days.
- m) Assist the organizer and other instructors as necessary throughout the cruise.
- n) Attend post-cruise evaluation meeting.

3. PAYMENT FOR SERVICES. Your payment will be an equal share of the profits from any class, workshop and/or group fees, less any expenses. This compensation shall be divided equally between all contracted instructors and the organizer, and paid in a lump sum no later than 14 days following the end of the cruise. You will be responsible for your own cruise fare and for arranging a suitable roommate. In some cases, a discount on the cruise fare may be available based on the number of passengers booked in the group, however, this discount is NOT guaranteed and should NOT be expected.

4. NON-COMPETE AGREEMENT. For a period of three years after the termination of this Agreement, the instructor will not directly or indirectly engage in any business that competes with the cruise without the express written consent of Crafty Neighbor and/or its management.

5. 5-DAY “LITE” CRUISES. Instructors contracted to teach on 5-Day “Crafty Neighbor LITE” cruises are exempt from the following requirements under Section 2: d, e, f, g, h, j, k, l, n. Instructors on these cruises will teach the number of classes agreed upon prior to the cruise and will be responsible for all class supplies and equipment needed. Photos or samples of all proposed classes must be provided and must be approved by the organizer in advance.

Initialed by: _____



2006 STEFANI PLACE • CARROLLTON, TX 75007 • 972-965-2606 • FAX 972-665-6781

INDEPENDENT CONTRACTOR APPLICATION

**This application will remain active for 90 days.
Any inquires after that will require reapplication.**

CONTRACTOR APPLICANT PROCEDURES

Please read carefully and answer all questions. Incomplete applications will not be considered. Do not provide specific medical information in response to questions on this application. We are committed to non-discrimination in contracting, working practices or facilities regardless of race, creed, color, sex, religion, age, national origin, handicap, disability, veteran status, or any other status protected by law.

TO BE READ AND SIGNED BY CONTRACTOR APPLICANT

It is agreed and understood that any misrepresentations of information given shall be grounds for Crafty Neighbor to decline entering into a contractual relationship with you. It is agreed and understood that Crafty Neighbor or its agents may investigate your record and that you release persons and employers named herein from all liability for any damages on account of their furnishing such information. It is agreed and understood that this independent contractor application in no way obligates Crafty Neighbor to offer you a contract or to enter into a contractual relationship with you. Your signature certifies that this independent contractor application was completed by you and that all entries on it and information in it are true and complete to the best of your knowledge. No agent of Crafty Neighbor is authorized to enter into any independent contractor contract, unless the contract is in writing and signed by the owner of Crafty Neighbor, Cindy Murray.

DATE

APPLICANT'S SIGNATURE

PLEASE COMPLETE ALL INFORMATION. THIS APPLICATION WILL NOT BE CONSIDERED IF INCOMPLETE.

PERSONAL INFORMATION			
POSITION APPLIED FOR	EMAIL ADDRESS	PHONE	CELL PHONE
FULL NAME – FIRST	MIDDLE	FORMER NAME (IF ANY)	LAST
DATE OF BIRTH	DO YOU MEET OUR MINIMUM AGE REQUIREMENT (21)? <input type="checkbox"/> Yes <input type="checkbox"/> No	SOCIAL SECURITY NO.	
STREET ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS	CITY	STATE	ZIP
EMERGENCY CONTACTS MUST LIST 2	NAME	RELATIONSHIP	
	ADDRESS	TELEPHONE	
	NAME	RELATIONSHIP	
	ADDRESS	TELEPHONE	
ARE YOU NOW EMPLOYED?	IF NO, DO YOU PLAN TO BE EMPLOYED BEFORE THE END OF THIS CONTRACT? (Explain)		
EMPLOYER	PHONE	EMAIL	
WILL YOUR EMPLOYER GUARANTEE TIME OFF?			MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been convicted of, or are any charges pending for a felony or misdemeanor? Yes No

Have you ever Been convicted of, or are any charges pending for an alcohol or drug related offense? Yes No

Have you ever failed or refused an alcohol or drug test? Yes No

If yes, please list dates and explanation _____

Have you ever missed work for any extended periods of time? Yes No

Are there any issues that may prevent or prohibit you from completing your obligations? (e.g., transportation issues, health impairments, work or family obligations, etc.) Yes No

If yes, please explain: _____

Personal References

PLEASE PROVIDE AT LEAST 3 PERSONAL REFERENCES			
NAME	RELATIONSHIP	PHONE	EMAIL

Experience and Qualifications

COURSES AND CERTIFICATIONS

Please provide documentation or contact information for each certification related to this position.

DATE	CLASS OR CERTIFICATION	EXPIRATION DATE	CONTACT PERSON	PHONE/EMAIL

CRAFTING/TEACHING EXPERIENCE

Please list any crafting-related positions which you have held and classes you have taught

STORE OR LOCATION	PHONE	MO/DAY/YR FROM	TO	MO/DAY/YR
POSITION HELD/CLASS TAUGHT	FULL-TIME/PART-TIME/TEMPORARY/CONTRACT?	CONTACT		
REASON FOR LEAVING (IF APPLICABLE)		PHONE		
DESCRIPTION OF DUTIES		EMAIL		

STORE OR LOCATION	PHONE	MO/DAY/YR FROM	TO	MO/DAY/YR
POSITION HELD/CLASS TAUGHT	FULL-TIME/PART-TIME/TEMPORARY/CONTRACT?	CONTACT		
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REASON FOR LEAVING (IF APPLICABLE)		PHONE		
DESCRIPTION OF DUTIES		EMAIL		

Please provide samples of your work, including at least one of each of the following: make-and-take, pillow gift or party favor, page layout or class that you would like to teach for Crafty Neighbor.