



INSTRUCTOR RECRUIT INFORMATION & APPLICATION

About Us

- Queen City DanceOut was founded as "Queen City Dancing Queen" in 2007 by Angela Acosta
- Currently our team consists of 13 instructors leading ~1600 participants in the Greater Charlotte Area
- Our participants may attend more than 25 weekly public classes in Mecklenburg, Cabarrus and Gaston Co.
- We utilize a common bank of exceptional choreography and instructional techniques
- We specialize in dance-fitness, from Zumba to other trade classes such as DanceOut, Urban Shimmy, Dance Impact, Beginning Moves and JamStrong.
- We also provide corporate private classes and do special event private classes.
- We are a growing company, having experienced 80% growth in customer base and gross revenue in the past year alone.

Description of Training Program

We take pride in providing our instructors with rigorous and comprehensive training so that they can provide the best dance-inspired group fitness classes possible, and also so that we can maintain *quality* and *consistency* from class to class and instructor to instructor. Whether you are a complete novice or a seasoned group fitness instructor, the training program offers something for everyone. In the QCDO instructor training program you will focus on learning our specific methods of cueing, mirroring, choreography breakdown, oral presentation & marketing, learn the foundations of proper fitness/dance technique, and build a wide QCDO choreography repertoire.

Why teach Dance-Fitness?

- Experience the joy of motivating others to fitness
- Enjoy thrill of performing & the excitement of dancing in front of a crowd
- Develop great friendships and meet new people
- Get paid to stay in shape & feel great
- It's fun!

Why teach Dance-Fitness for QCDO?

- We strive to make you the best dance fitness instructor that you can be.
- We support and encourage each other as teammates
- We provide a built-in market for you of people who will want to take your class
- We provide monetary incentives to instructors to grow their classes.
- We allow you to teach class at the times & days that are convenient to you.
- We provide continuing education sessions to you at no charge.
- We provide you with ongoing mentoring & support from QCDO head instructors.
- We provide you with resources & tools such as choreography and ideas for your classes.

Who should apply?

We are seeking individuals that meet most of the following criteria:

- Current participant of QCDO classes that knows most of choreography
- Current Zumba or other dance-inspired fitness instructor
- Has group fitness certification or willing to attain upon acceptance to the training program
- Exhibits strong dance technique

- Experience with oral presentation or performance
- Enjoys being the center of attention & knows how to have a good time
- Good team player and ability to relate to co-workers and public
- Good organizational & administrative skills
- Honest, reliable, and able to keep accurate tabs on sales & inventory
- Interested in improving as an instructor and willing to accept feedback regarding performance
- Interested in improving current fitness level and/or dance skills
- Neat & professional personal appearance
- Upbeat, fun and outgoing personality

Application Process

1. Application deadline is January 19, 2011. Applications received after this date will not be considered for employment. There is a \$35 fee to apply for the program. Applicants may attend the audition clinic at no charge. Audition Clinic to be held on January 15 at Cramerton Rec Center from 9 am-12 pm.

Please send completed application & \$35 fee to:

Angie Acosta/ Queen City DanceOut: Instructor Training Program

- Mail: 732 E. 3rd Ave. Gastonia, NC 28054
 - Fax: 704-671-2189
 - Email: angie@queencitydanceout.com
 - In person (in a sealed envelope with name on outside)
2. Applications should be mailed, faxed or emailed directly to Angie Acosta. If application is being emailed or faxed, applicant will receive a confirmation email with a PayPal link to pay for applicable fees. Applications will not be considered complete until balance due is paid in full.
 3. Applicants who have previously applied to be an instructor for QCDO must RE-APPLY & pay the Application Fee in order to be considered for employment.
 4. Along with their application, applicants are encouraged to include a current dance/fitness resume & a cover letter summarizing their qualifications and their reasons for wanting to be an instructor. Applicants may also wish to submit a letter of recommendation from a current QCDO instructor or other qualified person (related to fitness/dance).
 5. Applications will be reviewed & processed in the order they are received. Applicants will be contacted to schedule their individual audition (Sunday, Jan 23, 4-7 pm or Monday, Jan 24 5-8). Applicants should be prepared to participate in an individual audition, interview and/or live audition. For the individual audition, applicants should be prepared to give a mock class introduction & show 2-3 songs (as if they were leading a class). If you pass the individual audition, you will proceed to the live audition on January 28 5:45 in which your skills will be measured in front of a class.
 6. There are a limited number of spots open for the Training Program. Applicants will be notified of the final decisions on January 31st.

You Made It! Now What?

Applicants who are hired for the QCDO team will be enrolled in the Mandatory Training Program. The training program entails the following (not necessarily in this order):

- Attending the following workshops:
 - Procedures Workshop on Sunday, February 6, 2011 (2 hrs) Mandatory
 - Make it a Party Workshop on Saturday, February 12, 2011 (6 hrs) Mandatory
 - Advanced Skills Workshop on Saturday, February 26, 2011 (2 hrs)
 - Advanced Skills Workshop on Saturday, March 12, 2011 (2 hrs)
 - Advanced Skills Workshop on Saturday, March 26, 2011 (2 hrs)
- Attending a minimum 10 QCDO classes with Training Mentors
- Attending a minimum of 2 Non-QCDO classes and submitting report
- Completing a minimum of 10 training classes
- Obtaining 1 or more fitness related certifications at your expense- (Next AFAA certification is Feb. 11, 2011)
- Engaging in self-evaluation process
- Tracking your progress in the Instructor Training Notebook & Manual

Upon successful completion of the program, "Instructor trainees" will gain "Official Instructor" status, and will be paid according to the terms of their respective contract.

Office Use: Received on (date): _____ Pmt date: _____ Method: Cash Check (# _____) Money Order PayPal
 Geographic Area of Interest: _____ Classes of Interest: _____

QCDO INSTRUCTOR TRAINING PROGRAM APPLICATION

APPLICANT INFORMATION

Last Name	First	M.I.	Nicknames?
Street Address		Apartment/Unit #	
City	State	ZIP	
Email			
Cell #	Home #	Work #	
Social Security No.	Drivers License State & Number:	DOB	
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EDUCATION

High School	City, State		
From	To		
College	City, State		
From	To	Degree	
Other	City, State		
From	To	Degree	

REFERENCES

Please list three professional/personal references.

Full Name	Relationship
Company (if applicable)	Phone ()
Full Name	Relationship
Company (if applicable)	Phone ()
Full Name	Relationship
Company (if applicable)	Phone ()

EMPLOYMENT HISTORY (PLEASE BEGIN WITH MOST CURRENT)

Company	Phone ()
Address	Title
Avg # of hours worked/week	Wages/Hr
From	To
Description of position (including day/time of classes taught if group fitness position)	

Company		Phone ()	
Address		Title	
Avg # of hours worked/week	Wages/Hr	From	To
Description of position (including day/time of classes taught if group fitness position)			
Company		Phone ()	
Address		Title	
Avg # of hours worked/week	Wages/Hr	From	To
Description of position (including day/time of classes taught if group fitness position)			

OTHER (HOBBIES, INTERESTS, TALENTS, SKILLS)	
Have you ever taken a class with QCDO? Yes No	If yes, when did you take your first class? Mo_____Yr_____
Are you part of the QCDO Jam Crew? Yes No	If yes, since when have you been in the Jam Crew? Mo_____Yr_____
Are you currently teaching any group fitness classes? Yes No (If yes, please include in the EMPLOYMENT section above)	
If yes, please list what classes you are qualified to teach	
Please list any current certifications that you hold (e.g. ACE, AFAA, ACSM) and when you acquired them (mo/yr)	
Have you ever taken the QCDO "Make it a Party" workshop? If yes, list Mo/Yr:	
Please describe any training that you have had that would prepare you for this position:	
Please describe your other hobbies, interests, talents and/or special skills:	

AVAILABILITY			
As a Trainee, which current weekly classes would you attend most regularly?	Day:	Location:	Class Type:
	Day:	Location:	Class Type:
	Day:	Location:	Class Type:
If selected for hire, how many times/week would you be available to teach class?	1-2 x	2-3 x	3 or more
Please rank these classes in order of your interest to teach them with 1 being most interested. Leave blank if not interested.			
Zumba_____	DanceOut!_____	Beginning Moves_____	Dance Impact_____
		Urban Shimmy_____	JamStrong_____
In which geographic areas would you most prefer to teach classes? Be as specific as you wish; but please note your willingness to travel outside of preferred area.			
Please write down the <i>times</i> that you WOULD be available for class on each day.			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

DISCLAIMER AND SIGNATURE	
I hereby certify that the facts set forth in the completed employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application may result in dismissal. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history academic/professional credentials, military service records, criminal, driving, financial and credit record through any investigative or credit bureaus of your choice.	
Signature	Date