



INSTRUCTOR TRAINING PROGRAM INFORMATION & APPLICATION

about QCDQ

Queen City Dancing Queen (QCDQ) is a fitness company that specializes in *dance-inspired* fitness classes, from Zumba to other trade classes such as DanceOut, Urban Shimmy and Hit It. We provide both public and private classes in the Greater Charlotte Area, including Mecklenburg, Cabarrus and Gaston Counties. Currently, we have a team of 12 instructors, leading over 30 weekly classes to over 1500 participants, using a common bank of exceptional choreography and instruction skills that greatly enhance the participants' overall enjoyment of class. We are currently seeking qualified applicants to join our upcoming Instructor Training Program, with the potential to become a QCDQ instructor upon successful completion of the program.

DESCRIPTION OF PROGRAM

QCDQ takes pride in providing its instructors with rigorous and comprehensive training so that they can provide the best dance-inspired group fitness classes possible, and also maintain 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. After the completion of the QCDQ training, you should feel confident and ready to take on a QCDQ class of your own. In the QCDQ instructor training program you will focus on the QCDQ methods of cueing, mirroring, choreography breakdown, oral presentation & marketing, learn the foundations of proper fitness/dance technique, and build a viable QCDQ choreography repertoire.

Why teach FOR QCDQ?

- We will give you the tools to be the best dance-inspired fitness instructor that you can be.
- QCDQ instructors are a part of a supportive network of dance-inspired fitness instructors.
- We provide a built-in market for you in which you can maximize your group fitness opportunities.
- We provide monetary incentives to instructors to grow their classes.
- QCDQ instructors enjoy the freedom to teach classes in a variety of settings, to a variety of participants at the times & days that are convenient to them.
- QCDQ instructors will improve their current fitness level and dance-fitness skills by attending QCDQ classes and workshops.
- Instructors receive ongoing mentoring & support from other successful QCDQ instructors.

Who SHOULD apply?

We are seeking individuals that meet most of the following criteria

- Current participant of QCDQ 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

COST OF THE PROGRAM & What is included

Applicants who are selected for the Training Program must pay the associated fees at the time they are accepted. The cost of the Instructor Training Program is \$195 (which can be separated into 2 payments if necessary) and includes:

- Instructor Training Notebook & Manual

- 2 months of Unlimited Classes or one 20 class card
- 3 Two-hour Instructor Skills/Choreography sessions- May 8th 1-3, June 5th 1-3 & June 26th 1-3 @ Cramerton Rec Ctr
- Participation in photo shoot for instructors- Sunday, May 16th 6-8 pm @ Location TBA
- Mentoring from Head Instructors

Upon successful completion of program, applicants will receive their QCDQ Instructor Certificate, will be able to receive benefits of being a QCDQ instructor (Online file folder, Quarterly skills sessions, mentoring), and will be eligible for placement in QCDQ public & private classes and events.

Application instructions

1. Applications may be submitted until April 10, 2010. Applications received after this date will not be considered for Training Program.
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 until balance due is paid in full.
3. Application fee of \$85 is NON-REFUNDABLE. Applicants may attend the ["Make it a Party" workshop](#) at a reduced price (\$65) when they pay for the workshop and application fee jointly (\$150). If applicant wishes to cancel their registration for the "Make it a Party" workshop, they have up to 7 days before the event to get a partial refund of (\$50). NO REFUNDS will be issued in the 7 days prior to the event.
4. Applicants who have previously applied to be an instructor for QCDQ must RE-APPLY & pay the Application Fee in order to be considered for the current Training Program.
5. It is required that all applicants *have previously attended* or *will attend* the next "Make it a Party" workshop. However, it is strongly recommended that all applicants attend the workshop *even if they have already taken it*.
6. 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 QCDQ instructor or other qualified person (related to fitness/dance).
7. Applicants who are not currently attending QCDQ classes regularly (at least 4-6x month) should strongly consider doing so as soon as possible.
8. Applications will be reviewed & processed in the order they are received. 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). The live audition will be to measure applicant's instructor skills in front of a class.
9. There are a limited number of spots open for the Training Program. Applicants will be notified of the final decisions on or before April 30th. Applicants who are selected may begin their Training Program after their Trainee orientation meeting and upon paying the \$195 Training Program Fee. Applicants who are not selected for this Training Program should continue to attend class regularly and continue to work on their skills in order to apply for future Training Programs.

Please send completed application & applicable fees to:

Angie Acosta
 Queen City Dancing Queen
 ATTN: Instructor Training Program

1. Mail: 732 E. 3rd Ave. Gastonia, NC 28054
2. Fax: 704-671-2189
3. Email: angie@queencitydancingqueen.com
4. In person (in a sealed envelope with name on outside)

Check one:

- Application Fee: \$85 (Non-refundable)
- Application Fee + discounted "Make it a Party" Workshop Registration: \$150*

*Do not need to fill out other registration form for workshop

Office Use: Received on (date): _____	Pmt date: _____	Method: Cash	Check (# _____)	Money Order	PayPal
Interview (date/initials): _____	Audition 1 (date/initials): _____	Audition 2 (date/initials): _____			
Geographic Area of Interest: _____		Classes of Interest: _____			

QCDQ 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	
<i>Please list three professional/personal references.</i>	
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	From To
Description of position (including day/time of classes taught if group fitness position)	

Company	Phone ()	
Address	Title	
Avg # of hours worked/week	From	To
Description of position (including day/time of classes taught if group fitness position)		
Company	Phone ()	
Address	Title	
Avg # of hours worked/week	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 QCDQ? Yes No	If yes, when did you take your first class? Mo_____Yr_____
Are you part of the QCDQ 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 already taken the QCDQ "Make it a Party" workshop? If yes, list Mo/Yr:	
Please describe any training that you have had that would prepare you for the Training Program:	
Please describe your other hobbies, interests, talents and/or special skills:	

AVAILABILITY

If selected for the Training Program how many times/week would you be able to attend QCDQ classes? 1-2 x 2-3 x 3 or more

As a Trainee, which weekly classes would you attend most regularly? Day: Location: Class Type:

Day: Location: Class Type:

Day: Location: Class Type:

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_____ Hit It_____ Urban Shimmy_____ Other_____

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 *times* 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 _____