**Instructor Application**

Thank you for your interest in being an instructor for MCLS. Anyone with personal or professional expertise in a particular subject may be considered to teach a workshop. To be considered, please fill out the following form. If you are applying for the first time, please attach a short biography and a copy of your resume. In submitting this form to MCLS, you attest to the accuracy of the documentation that you provide.

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| --- |
| Date: |
| Name: |
| Library/Place of Employment: |
| Title: |
| Address: |
| City: State: Zip: |
| Telephone Number: |
| Email Address: |
| Subject Expertise: (please provide specific information next to the subject(s) of expertise)  Cataloging  Reference  Preservation  Computer Skills  Social Media  Customer Service  Management Skills  Other (Please specify): |
| Do you have experience with presentation software (ie, Powerpoint)? |
| Do you have experience with online training software (ie, Zoom)? |
| Do you have experience developing training material?  (If so, please provide sample with application) |
| Do you have access to a workspace (with computer with high-speed internet access, ability to download software onto computer, headset, mic, etc.) to use during online training? |
| Please provide information on past/current teaching experience: |
| Please provide information on past/current online training experience: |
| Any other information we should know regarding your qualifications to join our teaching team? |
| How did you find out about our new instructor opportunity? |

***Please email the completed form to training@mcls.org***