

# NCA Instructor application

Dear Applicant:

Congratulations on receiving an application for employment on the NCA staff. The National Cheerleaders Association is the original cheerleading company dating back to 1948. We've built our reputation on a long-standing tradition of excellence, quality, and integrity in everything we do. We're the first, and we're the best.

NCA runs the most well-rounded camps in the nation. For over fifty-nine years we've brought you the most exciting and BEST cheerleading and dance training in the world, and we pride ourselves in having the most professional staff in the industry. Each and every NCA instructor is highly trained, caring, enthusiastic, and determined to help each team member reach their goals and each team become the best they can be.

The following list will give you some pointers for successfully filling out your application and filming your DVD/VHS.

- Please note that you must turn 18 years of age by May in order to apply for the NCA Staff this summer. If you do not meet this requirement, please keep this application in order to apply next year.
- Ask three non-family members to write short recommendations on your behalf. We strongly suggest having one letter from your current coach.
- Start early - it is stressful to throw together a quality DVD/VHS at the last minute.
- Think of your DVD/VHS as a job interview. Only include the best of your abilities.
- Review your DVD/VHS before sending it in! Make sure it contains (1) an introduction (Why you would like to be on NCA Staff,) (2) three jumps, (3) one cheer, (4) a tumbling pass, (5) standing tumbling skills, and (6) two stunts - co-ed, all-girl, or both.
- Perform jumps and tumbling on a standard cheer surface (grass, court, or thin mat) with shoes on. Please do not use a spring floor, however, you may include extra skills on a spring floor that you are currently working on.
- Type or clearly print your application, and include a close up picture.
- Send your DVD/VHS in an appropriate package (tapes are easily broken in the mail.) Please be aware of the deadline on your application.

You will receive a letter confirming the receipt of your DVD/VHS and application within a month. If you do not receive this letter, please call our office. You will be notified of employment by March 1<sup>st</sup>.

Once again, we congratulate you and look forward to reviewing your application and video.

Sincerely,  
The NCA Staffing Team

# Frequently Asked Questions:

✓ ***How will I be notified if I am hired?***

You will be notified by mail on or before March 1<sup>st</sup> of your employment status. Staff is hired in each region based on the number of returning veteran staff and the number of camps projected for the summer. If you are selected as a New NCA Instructor, you will be sent a comprehensive packet of information that will contain paperwork and detailed information on all areas of instructing summer camps for NCA.

✓ ***If hired, how will I be trained?***

All NCA instructors attend a mandatory Staff Training Meeting that will take place in the month of May. There are multiple Staff Meetings set up across the country and you will be asked to attend the meeting located in your region. This extensive meeting will cover all aspects of your job as an instructor (policies, procedures, teaching methods, safety, etc.) NCA will help to coordinate transportation to and from the Staff Meeting, and all expenses are taken care of for the meeting, however, salary is not paid during this training session.

✓ ***If hired, how will I be staffed for camps?***

Your availability during the summer will be the biggest factor in determining how many camps you will have on your initial schedule. We request that you be available for at least 5 full weeks during the summer (June through August.) You will be scheduled for camps within a 6 to 8 hour radius from your home address, and we will attempt to give you as much information as possible to set up travel with other instructors. Travel is a required part of the NCA Instructor position, and you are ultimately responsible for getting yourself to and from camp. The more flexible you are, the more camps you will receive throughout the summer. Camps that grow in enrollment and the addition of Private Camps will allow you to add camps continuously throughout the summer as your schedule permits.

✓ ***How much will I get paid?***

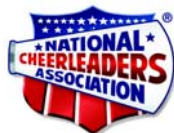
The NCA pay scale is based on experience in performing and teaching and will be set once you are hired. Once at camp, all lodging and meals will be paid for by NCA. On top of your base pay you will receive non-taxed expense money per camp for travel and additional meals. If you are asked to travel a longer distance and you go beyond the fixed amount, you will be reimbursed through an expense report. If you are scheduled for a Commuter Camp or a Private Camp, you will be housed in a hotel and given more expense money since you will be on your own for more meals. You will be trained on all of these procedures at Staff Meeting.

✓ ***Is the NCA Instructor position year-round?***

Although the summer has the heaviest volume of camps, NCA has much to offer throughout the entire year. Regional and National competitions are held all over the country, and staff members play a vital role in the success of these events. NCA also recommends staff members for judging and choreography throughout the year, which helps you to earn extra money for school.

***We look forward to reviewing your application.***

Be sure to turn in complete and professional paperwork and DVD/VHS by the deadline!



# NCA Instructor Application

**Note: Applicant must turn 18 years of age by May.**

**All applications must be postmarked by: December 1<sup>st</sup>**

To apply, please submit the following with this form:

1. DVD or VHS (only these two formats are acceptable)
2. One close up picture
3. Three (3) letters of recommendation – may be written by a sponsor, teacher, dance instructor, coach, employer, etc.

The DVD or VHS video should consist of an introduction including your name, where you currently cheer, and why you would like to be an NCA instructor. You will need to perform 3 jumps, 1 cheer, running tumbling skills, standing tumbling skills, and 2 stunts (coed, all-girl, or both.) Skills should be performed on a standard cheer surface. Please **do not** utilize a spring floor. Suggested attire for the video is shorts and a sports top for females and shorts and a cheer top or t-shirt for males. The video will become the property of NCA. If you are applying for a Mascot position, please introduce yourself without your character and then show your talent or skit in character. Applicants must label your DVD or VHS with name, city, and state.

These items should be mailed to:

National Cheerleaders Association  
Attn. Staffing Team  
2010 Merritt Drive, Garland, TX 75041.

Your application will be not be processed until all items are received.  
You will be notified of employment status by March 1<sup>st</sup>.

**Please type or clearly print the following:**

Check here if you are applying for a Mascot Position

## Home Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone (with area code) \_\_\_\_\_

Cell Phone (with area code) \_\_\_\_\_

Email Address \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

### Office Use Only:

Camp \_\_\_\_\_

Date application was presented \_\_\_\_\_

Presenting Head Instructor \_\_\_\_\_

Office code  HR  MR  TR  TO

## School Information

I am currently in (check one)

High School (must be a Senior to apply)

Which college or university are you planning to attend?  
\_\_\_\_\_

College - College Classification (check one)

Freshman

Sophomore

Junior

Senior

Graduate School

Major in School: \_\_\_\_\_

Graduated – occupation \_\_\_\_\_

Your address at your college/university if you do not live at the home address already listed:  
\_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Your phone number at your school address (if in college) \_\_\_\_\_

## Personal Information

Name of school you are currently attending \_\_\_\_\_

Do you currently cheer for the school listed above?  YES  NO

Do you have a car available to drive to camps if hired?  YES  NO

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birthdate : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Age \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

List any injuries or health problems you have which may affect your ability to work:  
\_\_\_\_\_

Camp(s) attended:

Camp Location / Year  
\_\_\_\_\_

Which company administered the camps? (ie. NCA, etc.)  
\_\_\_\_\_

Fill out both sides of this form and return to NCA.

