



Independent Contractor Application Checklist

_____ **Independent Contractor Application**

Complete the fillable application and submit the following documents:

- Current resume/CV
- Copy of your Driver's License
- Evidence of your highest level of education (see application for a list of acceptable documents)

_____ **Independent Contractor Agreement**

- Please complete pages 1 and 3, as well as initialing the bottom right corner of each page.

_____ **Affidavit of Good Moral Character**

- This form must be signed and notarized on page 3.

_____ **Child Abuse & Neglect Reporting Requirements Form**

- This form must be signed by hand (bottom left corner). Digital signatures not accepted.

_____ **ACH (Direct Deposit) Form**

- Complete the form, sign by hand, and attach a voided check from your financial institution.

_____ **Employment Eligibility Verification (Form I-9)**

Complete the form and submit two (2) valid forms of ID (required); a list of acceptable accompanying documents are listed on page 2.

- Please ensure that the copies of your valid forms of ID which are submitted with your application materials are clear and legible. Color copies of the documents generally transfer best.
- To access the form, please click [here](#).

You can complete the form by typing directly into it or you can complete it by hand. Once complete, you will need to print it, sign it by hand, and submit it with your other forms. Digital signatures will not be accepted.

_____ **W-9 Form**

Complete the fillable form; it must be signed and dated in Part II.

_____ **VECHS Waiver Agreement Form**

Complete the fillable form including initialing the bottom right-hand corner of pages 1 and 2 and follow these steps to complete a Level 2 background screening:

- Be sure the **Early Learning Coalition of Southwest Florida Inc. (E36040046)** is listed on the first line of the form and that "Employee" is selected.
- Identify a Live Scan VECHS background screening vendor in your area and call to schedule a background screening. A list of vendors can be found [here](#).

- Schedule the screening with the vendor of your choice.
- Submit the completed fillable VECHS waiver form to the **Early Learning Coalition of Southwest Florida Inc** and get your Level 2 background screening (fingerprinting) completed at your own expense.

FDLE will provide the background screening results to the Coalition.

- Please Note: you cannot provide services/products until the Coalition has received a clear Level 2 background screening report from the Florida Department of Law Enforcement (FDLE).
- If you have had a Level 2 screening conducted in the last 5 years for a current/past employer, you still need to complete the screening unless you can obtain written release from that employer. The Coalition will only accept Level 2 Background screenings from an approved Live Scan provider and the Level 2 Background Screening report must come from the FDLE.

_____ **Certifications/Licenses**

- Please submit a copy of your current certifications and licenses - *if applicable*
- Certifications must be current and not expired.

Please submit all documents to the secure fax number: 239-935-6187.