



SCHOOL READINESS CONTRACT MONITORING APPLICATION PROCESS AND DOCUMENTS

Thank you for your interest in serving as a contractor with the Early Learning Coalition of Southwest Florida (Coalition) to conduct School Readiness Contract Monitoring.

First, click [here](#) to take the **School Readiness Contractor Eligibility Questionnaire** to determine whether you qualify to become an approved **School Readiness Contract** monitor.

INSTRUCTIONS FOR APPLYING

Qualified applicants must complete and submit the list of required forms and documents below to the Coalition secure fax number (239) 935-6187.

For your convenience, some of the forms are PDF fillable, therefore you can complete them by typing directly into the form. There is also a checklist to ensure you have completed everything before you submit the documents.

Please make sure you have filled out the forms completely (including date, if required) and that they are legible before you submit them. Incomplete forms will not be accepted.

- **If you have any questions regarding these forms, please contact Wynetta at elc.contracts@elcofswfl.org.**
- Adobe Acrobat Reader is required to open and fill out the forms listed below. Click [here](#) to download a free version.

APPLICATION DOCUMENTS

- **School Readiness Contract Monitor Independent Contractor Application Document Checklist**
- **School Readiness Contract Monitor Independent Contractor Services 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 evidence)
- **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 Form**
 - This form must be signed and notarized.
- **Child Abuse & Neglect Reporting Requirements Form**
 - This form must be signed by hand (bottom left corner). Digital signatures not accepted.
- **ACH (Direct Deposit) Form**
 - Please complete the form, sign either electronically or 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 is 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.
 - Form 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. (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 **Coalition** 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 begin conducting monitoring until the Coalition has received a clear Level 2 background screening report from the Florida Department of Law Enforcement (FDLE).
 - 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. No other background screening reports will be accepted.