

aaaaa" **CLASS® 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 documents)

_____ **Independent Contractor Agreement**

Complete pages 1 and 3; form must be signed on page 3 (manually or electronically).

_____ **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 (bottom left corner).

_____ **ACH (Direct Deposit) Form**

Complete the form 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 4; the copies you submit must be legible.

_____ **W-9 Form**

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

_____ **VECHS Waiver Agreement Form**

Complete the fillable form and follow these steps to complete a Level 2 background screening:

- Be sure the **Children's Forum Inc. (E37040059)** 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 **Children's Forum** and get your Level 2 background screening (fingerprinting) completed at your own expense.
- FDLE will provide the background screening results to the Forum.
 - Please note: you cannot begin conducting observations until the Forum 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 Children's Forum 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.

_____ **CLASS® Certifications - Infant, Toddler, Pre-K**

Please submit a copy of your current CLASS® certification(s).

_____ **Coaching Certificate from My Teaching Partner or UF Lastinger Center**

****Please submit all documents to the HR Coordinator at the secure fax number: 1-866-739-2932.**