



CHECKLIST FOR INDEPENDENT CONTRACTED INSTRUCTORS

The following information and forms are required for Independent Contracted Instructors prior to entering into an Independent Contracted Instructor Agreement with the City of Hercules.

- Contract Class/Instructor Proposal
- City of Hercules Business License # _____
- Proof of Fingerprint Clearance with DOJ and FBI Background Checks
- Completed W-9 Form
- Completed Nepotism and Cronyism Acknowledgement Form
- Completed Required Statement of Mandated Reporter Form
- Proof of General Liability Insurance Coverage naming City of Hercules as additionally insured if required due to nature of activity.
- Proof of Workers' Compensation Coverage if Contractor has employees.
- Completed Independent Contract Instructor Handbook Acknowledgement

Contracted Instructor/Organization Name: _____

Date of proposal submitted for City review and consideration: _____

A copy of this checklist must accompany a draft copy of the Independent Contracted Instructor Agreement prior to consideration by the Parks & Recreation Director.

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Proposal Submitted to: _____
City staff name Date

Recommend for approval: YES NO

Reason for not recommending:

Reviewed by: _____
Parks & Recreation Director Date