



Checklist for Independent Contract Instructors

The following information and forms are required for all Independent Contract Instructors prior to entering into an Independent Contract Instructor Agreement with the City of Davis:

- Contract Class/Instructor Proposal Form
- City of Davis Business License
- Proof of current Tuberculosis testing results
- Proof of Fingerprint Clearance and DOJ Background Checks
- W-9 Form
- Proof of General Liability Insurance Coverage
- Proof of Workers' Compensation Coverage
- Receipt of applicable City Policies
  - Policy against Harassment and Discrimination
- Independent Contract Instructor Handbook Acknowledgement

Contract Instructor or Organization Name: \_\_\_\_\_

Date of Proposal Submittal for City review and consideration: \_\_\_\_\_

**OFFICE USE ONLY:**

Proposal Submittal referred to: \_\_\_\_\_  
Name of Program Staff Date

Recommended for Approval  By: \_\_\_\_\_  
Signature of Supervisor Date

Recommended for Non-Approval  By: \_\_\_\_\_  
Signature of Supervisor Date

Reason for Denial/Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Signature of Community Services Superintendent Date

Authorized to Proceed with Contract Agreement  Not Authorized to Proceed with Contract Agreement

**A copy of the Independent Contract Instructor Checklist must accompany a draft copy of the Independent Contract Agreement prior to consideration of approval by the Community Services Superintendent.**