

**Pre-Services Checklist for
Independent Contractors, Temporary Appointments and
Dual Employments**

The North Carolina School of Science and Mathematics prohibits discrimination based on race, sex, color, creed, national origin, age or disability. The information requested below will facilitate approving request for Independent Contracted Services, Temporary Appointments and Dual Employments. This form must be returned to Human Resources along with other required documentation that initiates the specific hiring action.

1. Are you a US citizen or national of the United States? Yes _____ No _____
 - o If no, are you a Lawful Permanent Resident? Yes _____ No _____
 - o If no, are you an alien authorized to work? Yes _____ No _____
2. Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) Yes _____ No _____
3. A Criminal Background Check may be required as a condition of contract/employment for certain duties. If this is required, do you plan to give NCSSM authorization to conduct a Criminal Background Check in order to secure employment? Yes___ No___
4. Are you currently an employee of the State of North Carolina? Yes _____ No _____

If yes, please name your employer. _____
5. Are you related by blood or marriage to any person now working for NCSSM?
Yes _____ No _____

If yes, please name the employee. _____
(An Anti-Nepotism Certificate will be required.)
6. Independent Contractors and Booking Agents must provide a W-9 form (Request for Taxpayer Identification Number and Certification) as required by federal law and regulation.
7. For Temporary Appointments, the Form I-9, NC-4 and W-4 are required by federal law and regulations. Direct Deposit is also required.
8. For Dual Employment, the Approval of Dual Employment Form must be completed by the parent agency. The CP-30 Authorization for Payment Form must be completed by the borrowing agency and submitted to the parent agency before payment can be made.
9. Service providers are required to return keys, and other State-owned property, and repay any debts owed to the School, when the contract/appointment ends.

Signing the Pre-Contracted Services Checklist confirms acceptance of the conditions listed and certifies that the given information is true and accurate.

Signature

Date