



APPLICATION TO PROVIDE PROFESSIONAL SERVICES AS AN INDEPENDENT CONTRACTOR

Part 1: Personal Information

Name _____

Address _____

Note: This is the address where your check(s) will be mailed.

City _____ **State** _____ **Zip Code** _____

Telephone _____ **Cellular** _____

E-mail _____

Which language(s) are you applying to teach? (Note: You must have excellent/near-native proficiency as determined by inlingua in all languages you teach.)

What times and days would you be available for teaching (please be as specific as possible)?

In which center(s) would you be available to teach? **Please circle all that apply.**

Note: You will only be offered class assignments for the center(s) you circle.

Miami-Dade County Aventura Brickell/Downtown Miami Coral Gables Doral Key Biscayne

Broward/Palm Beach Weston Fort Lauderdale Boca Raton

Central Florida Tampa Orlando

Please answer yes or no to the following question:

Have you pled guilty to, nolo contendere to, or been convicted of a felony offense _____ (regardless of whether adjudication was withheld) during the **last ten years**?

Note: A **yes** response will not automatically disqualify you from consideration.

For use by Department of Programs and Professional Development:

Meets all CEA Faculty Standards: Yes No
Applicant approved to teach: IEP Private tutorials

IRS Form W-9 completed and on file _____ Base Rate _____
Mentoring program required _____ Transcripts received _____

Approved language(s): _____
Scheduled dates of interview/orientation: _____
Comments: _____

Part 2: Educational Background

Notes: (1) Please provide the specific name of each degree awarded (example: *M.A.* or *Master of Arts*, not "master's degree.") (2) If no degree was awarded for one or more schools attended, please leave the "Degree" section blank. (3) For any degrees awarded in non-English speaking countries, please provide the name of the degree in the original language; please do not attempt to provide the equivalent in the Anglo-American university system (example: *Licenciatura en Historia Social*, not *B.A. in Social History*).

School _____ Degree _____ Year _____

School _____ Degree _____ Year _____

School _____ Degree _____ Year _____

School _____ Degree _____ Year _____

Other (e.g., certificate, diploma): _____

Part 3: Professional Experience (Please be sure to include all relevant teaching experience)

Location _____ Position _____ Dates _____

Location _____ Position _____ Dates _____

Location _____ Position _____ Dates _____

Location _____ Position _____ Dates _____

Location _____ Position _____ Dates _____

Location _____ Position _____ Dates _____

Part 4: Work Authorization Information

Note: We are required by federal law to collect this information.

I **am** legally authorized to work in the United States: _____

I am **not** legally authorized to work in the United States: _____

Signature

Date

Part 5: Educational Details

1. Have you been awarded a bachelor's degree or higher in TESOL, TEFL, TESL, ESOL, EFL or ESL?

Yes _____ No _____

If yes, please proceed to question (3). If no, please proceed to question (2).

2. Have you been awarded a bachelor's degree or higher in any field?

Yes _____ No _____

If yes, please indicate the major (and minor, if applicable) field(s) of study **as it/they appear(s) on your official academic transcript(s)** and then proceed to question (3).

Major 1: _____ Major 2: _____ Minor: _____

If no, please note that you are not eligible to teach with inlingua at this time. Please stop filling out this application and speak with the inlingua representation on site.

3. Have you been awarded an academic qualification other than a degree (e.g., diploma or certificate) in one of the fields listed in question (1) of this section? Typical examples include the CELTA, TEFL or TESL Certificate, Graduate Certificate in TESOL, etc., and is this academic qualification *in addition to* your bachelor's degree (in any field)?

Yes _____ No _____

If yes, please specify the name of the academic qualification and all relevant details (such as the awarding institution, date received, etc.): _____

_____.

Part 6: Teaching Experience and Professional Development Details

Note: All applicants must answer both questions in this section.

1. Do you have experience **relevant** to teaching ESL/EFL or foreign languages to students at the postsecondary level (i.e., adults)?

If you are unsure, please ask the inlingua representative on site for clarification.

Yes _____ No _____

If yes, please detail: _____

_____.

2. Do you have an ongoing commitment to professional development?

Typical evidence of such a commitment includes:

- Staying abreast of the latest developments in the field of linguistics/applied linguistics/TESOL/language education
- Conducting professional reading of books and journals in the field
- Participating in conferences and workshops
- Conducting research
- Taking advantage of mentoring opportunities
- Furthering your education in a formal setting (such as taking college classes in the field, enrollment in a relevant degree or certificate program, etc.)?
- Other (please specify below)

Yes _____ No _____

If yes, please explain: _____



INDEPENDENT CONTRACTOR ACKNOWLEDGMENT AND AGREEMENT

In submitting my request to provide professional services as an **INDEPENDENT CONTRACTOR** to inlingua, I acknowledge that I have received, read, and understood the information contained in the applicable instructor handbooks of the business entities for which I am applying to provide professional services.

(1) INDEPENDENT CONTRACTOR RELATIONSHIP

I understand that if I am offered and receive assignments, I will be working as an independent contractor (i.e., freelancer), not as an employee; that I will be free to accept or decline class or project offers from inlingua as I see fit; that I will be solely responsible for determining the hours when I wish to receive offers or complete projects; and that I will be responsible for completing all assignments or projects offered using my own professional judgment and experience.

(2) BUSINESS ENTITY SEPARATION DISCLOSURE

I understand that I am submitting an application to provide professional services for one or more of the following business entities and that upon approval of my application (which will be based on my educational qualifications, professional experience and performance during the New Instructor Screening and Orientation), I may be offered assignments through any of the entities whose requirements I meet. I further acknowledge that I will be free to select or reject any assignment I am offered through any of these entities.

- a) **I.F. Multicultural Interactive Solutions, LLC** (which provides instruction for intensive English programs in all inlingua locations in the state of Florida)
- b) **TL2 Travel Live & Learn, LLC** (which provides instruction for all other programs and courses: private and semi-private English tutorials, private and semi-private foreign language tutorials and test preparation courses in and for the inlingua Fort Lauderdale Center)
- c) **TLG The Language Group, LLC** (which provides instruction for all other programs and courses: private and semi-private English tutorials, private and semi-private foreign language tutorials and test preparation courses in and for all inlingua locations in the state of Florida other than Fort Lauderdale)

I understand that payment for my professional services for each entity will be made separately.

(3) PROHIBITION AGAINST UNFAIR COMPETITION

I further agree that by accepting any offered class or assignment, I explicitly agree not to engage in unfair or unethical business practices or unfair competition, including but not limited to soliciting, diverting, interfering with, taking on as my own private client, or providing services to any client, person or organization with whom or which I have come into contact through my association with inlingua, including any current or former inlingua client, independent contractor instructor, and/or inlingua employee. This prohibition against unfair competition will apply during my relationship with inlingua and for a period of two years subsequent to the date on which such relationship is terminated, or for the maximum period permitted by law, whichever is greater. However, this agreement will in no way limit or prevent me from working with other organizations, including language training centers or other organizations which compete with inlingua.

Name _____

Date _____

Signature _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.