

Application for Independent Contractor Status

To be completed by an individual requesting to be engaged as an independent contractor with a Contract for Service agreement. **A Contract for Service will not be issued until the following questionnaire has been completed and approved.**

In situations where an individual or company requests to be engaged as an independent contractor, they **must** provide clear evidence of having a business enterprise for provision on their service. An agreement by the College to sign a Contract for Service with an independent contractor will be determined based on the responses to the following questions. **Incomplete forms will be returned.**

CONTINUING STUDIES and LEDC Instructors:

A contract for the provision of instructional services to Langara College will normally be written and administered as an employment contract. The College will make statutory and other deductions required and issue the service provider with a T4 slip for income tax reporting purposes.

SECTION 1: APPLICANT QUESTIONNAIRE

Applicant Information			
Applicant Name			
Doing business as			
Business Name			
Address			
Services			
Details of service being provided			
Duration (hours)			
Have you ever been an employee with Langara College?	Yes	No	Details, if yes:

**All required items must be provided for a Contract for Service to be considered.*

Evidence of Business Enterprise	Yes	No
Have you provided other current client references for your services?*		
Incorporation		
Are you legally incorporated?		
If yes, is the Annual Report from the BC Corporate Registry attached?*		
GST Registration		
Do you have a GST Number?		
If so, please provide your GST Number (9 digits):*		
What is your registered business name (as indicated on the Revenue Canada Form "GST34 Goods and Services Tax/Harmonized Sales Tax Return for Registrants")?*		

WorkSafe BC Registration	Yes	No
Do you have WorkSafe BC coverage? If yes, please provide WSBC clearance letter. If no, please provide WSBC status letter.*		
Proof of Insurance		
Is your Certificate of Comprehensive General Liability Insurance attached?*		

Ownership of Tools	Business	Langara College	Joint
Please indicate who provides the following:			
• Training materials			
• Lesson plans			
• Instructional aids			
• Room facilities for delivery of the instruction			
• Equipment for delivery of the instruction			
Additional Information			
Specify what instructional tools and expertise you provide:			

Opportunity for Profit and Risk of Loss	Business	Langara College	Joint
Who determines the amount to be paid to the business?			
On what basis is compensation calculated (ex. hourly rate, flat fee, percentage of revenue, other)? Provide details.			
Who pays the business?			
Who pays expenses incurred in the delivery of the services?			
List non-reimbursable expenses to be paid by you in the delivery of services:			
Who advertises and markets the business' services?			
If the business advertises its own services, provide details:			
Can the contract be terminated by the College at any time?	Yes	No	

Integration		Yes	No
Is the applicant the person providing the service?			
Do you provide instructional services to multiple clients? If yes, please provide details, including names, numbers, the type of service, and frequency of service, for those clients in the box below.			
If yes, please provide details, including names, numbers, the type of service, and frequency of service, for those clients:			

Control	Business	Langara College	Joint
Who determines when the services will be provided, including the frequency and duration?			
Who designed and determined the scope of the services (ex. course curriculum)?			

I certify the above information to be true and correct to the best of my knowledge.		
Applicant's Name	Applicant's Signature	Date

Upon completion of the applicant questionnaire above, the applicant must send the form to the Budget Officer for further approval.

SECTION 2: BUDGET OFFICER APPROVAL

The Budget Officer must complete the application by responding to the following questions. Once the Budget Officer has authorized that a Contract for Service be initiated, the form will then be sent to the Human Resources Department for final approval.

Determining Factor	Yes	No
Will the contract include health and welfare benefits provided by Langara in addition to payment of contract price?		
Will Langara provide day-to-day coordination or supervision of the incumbent's work?		
Will Langara arrange for a replacement if the incumbent is ill or unable to work?		
If the incumbent needed to hire other workers to complete work activity, would the hiring of these workers be under Langara's control?		
Will Langara have to consent to work being subcontracted by the incumbent?		
Will Langara control or set the incumbent's working hours and record the time spent working?		
Will the incumbent perform the same type of work as any other employees at Langara?		
Will Langara have disciplinary powers over the incumbent?		
Will Langara assess work performance of the incumbent on an annual or regular basis (ex. performance appraisals)?		
Will working under the arrangement with Langara present the incumbent with the inability to earn a profit or suffer a financial loss?		
Will the incumbent's activity be a part of regular Langara activities?		
Will the incumbent be supervising Langara employees?		

Department Chair/Manager Approval

I have reviewed the applicant's questionnaire, have completed the above checklist to the best of my knowledge, and believe that the applicant meets the criteria for a Contract for Service, as defined by Revenue Canada.		Yes	No
Department Chair/Manager's Name	Department Chair/Manager's Signature	Date	

SECTION 3: HUMAN RESOURCES APPROVAL

Human Resources Authorization

I have reviewed the completed application and have determined that the outlined business relationship is consistent with the criteria for a Contract for Service, as defined by Revenue Canada. I authorize the establishment of the applicant as a vendor.		Yes	No
Human Resources Delegate's Name	Human Resources Delegate's Signature	Date	