

**Community Race Relations Coalition**

P. O. Box 824

Waco, Texas 76703

254-717-7903

**Independent Contractor Application Form**

Please complete the entire application and return to Mr. Steve Cook, Recruiting/Placement Team Lead, P. O. Box 824, Waco, Texas 76703 or email: stevecook1492@gmail.com

It is the policy of the Community Race Relations Coalition to consider independent contractor applications without regard to race, color, religion, age (over 18), national origin, gender, sexual orientation, disability, or veteran status.

Position Applied for - Membership Coordinator / Database Manager

 Estimated Length of Assignment - One Year (May be extended in 12 mo. increments)

**Independent Contractor Information**

Applicant Name – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSN or EIN - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Primary Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellular No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Add. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s L. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you at least 18 years of age? \_\_\_\_\_\_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_\_\_\_\_\_ no
2. Are you able to show proof of your eligibility to work within the United States? \_\_\_\_\_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_ no
3. Are you able to perform essential functions of the position with or without reasonable accommodations? \_\_\_\_\_\_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_\_\_\_\_ no
4. What reasonable accommodation (if any) would you request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Skills Assessment (Please evaluate your skill level for each skill listed. Please an X in the desired box below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Skills Assessment,**  | **Below Average (need assistance to perform)** | **Average (Can perform with little assistance)** | **Above Average (Can perform without assistance)** |
| Oral Communication (phone solicitation) |  |  |  |
| Written Communication (Microsoft word, basic email) |  |  |  |
| Complete and maintain membership database (Excel format) |  |  |  |
| Update Social Media Records (Facebook, Twitter, etc.) |  |  |  |
| Confident Face-to-face communications, public presentations, networking events, Zoom meetings |  |  |  |
| Maintain Accurate Records (Ensure confidentiality) |  |  |  |

Please provide any additional information you feel should be considered, including felony convictions or other legal or contractual arrangements with other companies or organizations that may present a conflict of interest to the CRRC. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***I certify that all the information provided is truthful and accurate. Falsifying any information could mean denial or immediate termination of the contract assignment.***

Contractor Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_