



Employee/Independent Contractor Status Determination Form

Purpose: Use this form when requesting the services of an individual to determine whether he or she should be established as an independent contractor or an HJF employee. This form should be submitted *before* a requisition is entered in HJF iProcurement for a consultant agreement.

Instructions:

1. Complete Section A of this form then sign and submit it to consultant.docs@hjf.org along with a copy of the individual's CV or resume and a statement of work the individual will perform.
2. An HJF Human Resources representative must complete Section B and ascertain whether the individual should be hired as an HJF employee or whether a procurement of the individual's services will be conducted by the HJF Subcontracting Department.
3. An HJF Subcontracting representative will notify the requestor of the determination.

Section A

Request for Services of an Individual

General Information

1. Is individual a current or former federal government employee? Yes No
2. Is individual a current or former Foundation employee? Yes No

If answer to either question is Yes, contact your HJF Grant or Contract Specialist before submitting form.

Proposed individual's name:			
Address:			
Address 2:			
City:		State:	Zip:
Telephone:		Fax:	
Email:			
Affiliated company (if applicable):			
Company's tax ID (if applicable):			

Specific Information

1. Describe in general terms the services to be performed, tasks to be completed, performance requirements and place of performance: _____
2. Instructions
 - Individual will be required to follow specific instructions concerning when, where and how he or she performs the work.
 - Individual will have discretion in the manner of performance; i.e., the individual has the discretion and is free to use whatever means he or she deems appropriate to accomplish the task.
3. Training:
 - Individual will receive HJF-sponsored training to perform the work in a particular manner.
 - Individual is a skilled professional who does not require HJF-sponsored training.

