

Date

RE: Contractor/Vendor Labor Selection

FROM:

School District

Address

Phone number

Thank you for the continued service to staff, students and community of the SD/SU. As an added safety effort, we are requiring contractors and vendors to complete the steps and apply the criteria listed below for selecting candidates to provide services to our schools during the 20XX-20XX school year. If you wish to continue to be a contractor for the SD/SU, please sign off that you will complete the steps and apply the criteria listed below with regard to your workforce. This form is to be returned to the above address by [insert date]. Please contact me if you have any questions or concerns.

Contractor must complete the following steps in selecting personnel to perform services to the SD/SU:

1. Contractor must complete the standard 1-9 process to confirm employee's authorization to legally work in the United States;
2. Contractor must conduct a criminal background check and will not select employees to provide services to the SD/SU who have criminal convictions that are substantially related to the job, giving consideration to the intended provisions to the services to the SD/SU. It is also noted that the SD/SU will also conduct background checks on any individual to be working in an area where they may be access to students.
3. The vendor shall complete the enclosed hold-harmless agreement, and return with a current certificate of insurance. It is also expected that the contractor will comply with all terms and regulations of VOSHA.

In addition, Contractor must provide the SD/SU with contact information for each employee who will provide services to the SD/SU including a phone number and email address.

Please Print Company Name Below

Please Print your Name and Title Below

Signature

Date
