



Independent Contractor Qualifications Form

As part of the contracting process with Worksystems, Contractors are required to represent and warrant to Worksystems that they are customarily engaged in an independently established business providing the same or similar services to the services they will provide to Worksystems; that Contractor holds themselves out to the public as being engaged in an independently established business; and that the Contractor is responsible for maintaining all licenses required by the State of Oregon for the operation of such business.

An independent contractor is not an agent or employee of Worksystems and in performing their duties and fulfilling their obligations shall be free from direction and control over the means and manner of providing such Services, subject only to the right of Worksystems to specify the desired results.

Please verify that you satisfy three or more of the following criteria and also that you otherwise qualify as an Independent Contractor under all applicable federal and state laws (check all applicable boxes and complete the bottom of the form):

- I maintain a business location (A) that is separate from the business or work location of Worksystems; or (B) that is in a portion of my residence and that portion is used primarily for the business
- I bear the risk of loss related to my business as shown by factors such as (A) I enter into fixed-price contracts; (B) I am required to correct defective work; (C) I warranty the services provided; or (D) I purchase liability insurance
- I provide contracted services for two or more different persons, organizations, and or companies within a 12-month period, or routinely engage in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services
- I make a significant investment in my business, through means such as (A) purchasing tools or equipment necessary to provide the services; (B) paying for the premises or facilities where the services are provided; (C) paying for licenses, certificates or specialized training required to provide the services; or (D) having the authority to hire other persons to provide or to assist in providing the services and have the authority to fire those persons.

AND

- I otherwise qualify as an Independent Contractor under all applicable federal and state laws.

Print Name

Signature

Company Name or DBA

Date