Certification for Employee/Apprentice

Master Contractor: _____

Name of Business: _____

Name of Proposed Employee/Apprentice: _____

Said Master Contractor and Apprentice certify this day that said Apprentice is an "employee" as defined by the City of Cleveland's Contractor Licensing Ordinance and not an independent contractor hired by the Master Contractor. In general, an "employee" is a person whose work is supervised and controlled by the Master Contractor and whose tools and specifications for every job are provided by the Master Contractor or the Master's legal business entity.

At any time, the Master Contractor and Apprentice agree that the City may investigate any allegation that the Apprentice is acting as an independent contractor for the Master Contractor, and not as an employee/apprentice. If such an allegation is investigated, the City may request, and the Master Contractor and Apprentice agree to furnish documents and answer questions related to the terms and conditions of the Apprentice's employment. These documents may include proof of payment, work schedules and the like. **Additionally, at the time that this agreement is signed and presented to the City of Cleveland, the Master Contractor shall provide:**

1. **A W-4 or W-2 for the Proposed Apprentice/Employee and,**

2. **Proof that the Apprentice/Employee is covered by Workers Compensation Insurance; if applicable (i.e. the Master Contractor employs five or more employees).**

Both the Master Contractor and Apprentice agree that their failure to truthfully provide information requested herein shall be subject to penalties pursuant to Section IV of said Contractor Licensing Ordinance.

Total Number of Master's Employees: _____ (including new employee/apprentice)

Master Contractor Signature: _____ Date: _____

Apprentice Signature: _____ Date: _____

FOR CITY USE ONLY:

Received by: **W-4 or W-2 Received:** _____

_____   **Workers Comp Ins. Proof:** _____

                                                        Granted? _____