



Office: 141 Axis Run, Hunt, Tx 78024  
Mail: P.O. Box 495, Hunt, Tx. 78024  
Phone: 830-238-3338  
www.taskgbuilding.com  
info@taskbuilding.com

## SUBCONTRACTOR INFORMATION FORM

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

Task Building, LLC contracts with certain qualified independent subcontractors in accordance with the Texas Worker’s Compensation Act, Texas Labor Code, Section 406.121. In summary a subcontractor:

- acts as the employer of any employee of the contractor by paying wages, directing activities, and performing other similar functions characteristic of an employer-employee relationship;
- is free to determine the manner in which the work or service is performed, including the hours of labor of or method of payment to any employee;
- is required to furnish or to have employees, if any, furnish necessary tools, supplies, or materials to perform the work or service; and
- possesses the skills required for the specific work or service.

Task Building, LLC will require you to complete a W-9 and at the end of the year you will be given a 1099 which documents the monies paid to you by Task. The IRS will receive this form as well. You are not considered an employee; therefore, Task does not provide Worker’s Comp insurance, nor does it pay your taxes.

Since you are an individual and not an established company, Task Building, LLC has an obligation to their clients and others working at the job site, to ensure our subs are safe, reliable, and capable of performing the work. To that end, we request that you complete the following form.

### PERSONAL INFORMATION

WHAT SUBCONTRACTOR LEVEL (SEE WEBSITE) ARE YOU INTERESTED IN FILLING?

\_\_\_\_\_

\_\_\_\_\_

Last Name	First Name	Middle
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\_\_\_\_\_

Address	City	State	Zip
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\_\_\_\_\_

Home Phone	Cell Phone	Email Address
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Social Security #: \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

Driver’s license number may be required:  
\_\_\_\_\_ State \_\_\_\_\_



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REFERENCE CHECKS MAY BE CONDUCTED PRIOR TO WORK AND CRIMINAL BACKGROUND CHECKS MAY BE CONDUCTED ONCE YOU ARE PERFORMING WORK FOR TASK. DO YOU AGREE TO THIS?  YES  NO

**LICENSE/REGISTRATION/CERTIFICATION/EXPERIENCE**

Type of Licensure/Certification	Number	Original Date of Issue	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please check the categories of jobs you have experience working in:

Carpentry	<input type="checkbox"/>	Hazardous Materials Removal	<input type="checkbox"/>
Construction Foreman/Supervisor	<input type="checkbox"/>	Heavy Equipment Operator	<input type="checkbox"/>
Electrician	<input type="checkbox"/>	HVAC Technician	<input type="checkbox"/>
Floor/Carpet Installation	<input type="checkbox"/>	Masonry	<input type="checkbox"/>
General Construction	<input type="checkbox"/>	Painters	<input type="checkbox"/>
Glazers	<input type="checkbox"/>	Plumber/Pipe Fitter	<input type="checkbox"/>
Welder	<input type="checkbox"/>	Roofer	<input type="checkbox"/>
Other skill? Please list:	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

What equipment do you have experience operating?

\_\_\_\_\_

\_\_\_\_\_

Computer Skills – Include type of software (e.g. Word, Excel, Power Point, etc):

Word Processing \_\_\_\_\_

Spreadsheet \_\_\_\_\_

Presentation \_\_\_\_\_

Bookkeeping Software: \_\_\_\_\_

Other: \_\_\_\_\_



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**REFERENCES**

Please list all employment and contracted positions for the past ten years. Use the back of this form if needed.

Company (city/state)	Contact Person	Company	Phone

If you are currently employed, may we request a reference from this company?  Yes  No

Please list two references other than relatives or previous employers:

Name	Relationship	Address	Phone



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**CRIMINAL BACKGROUND INFORMATION**

**PLEASE PROVIDE US WITH A COPY OF YOUR CRIMINAL BACKGROUND CHECK FROM THE STATES WHERE YOU HAVE WORKED. THIS IS IMPORTANT SINCE YOU WILL BE TRUSTED WITH ACCESS TO CLIENT PROPERTY.**

FAILURE TO ANSWER ANY QUESTION TRUTHFULLY AND ACCURATELY AND FAILURE TO REPORT ALL CONVICTIONS WILL RESULT IN AN END TO YOUR SERVICES CONTRACTED BY TASK BUILDING, LLC.

Conviction of a crime does not constitute an absolute bar to doing work for Task; however, all convictions (misdemeanors or felonies) must be listed, whether expunged from your record or not. Deferred adjudication is **not** considered a conviction and need not be listed.

**All convictions must be listed, please attach additional copies of this form if necessary.**

Have you ever been convicted of or pled guilty to any crime (misdemeanor or felony including but not limited to any DWI convictions)? [ ] Yes [ ] No

If yes, please give dates, level of charge, and details of EACH conviction.

Date of conviction	Location of conviction (City, County, State)	Level of Charge (Misdemeanor or Felony)	Type of Charge (i.e. Assault, DWI, etc.)



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I certify that all information I have provided to secure work with Task Building, LLC (General Contractor) is true, complete and correct.

I expressly authorize, without reservation, Task, its representatives, employees or agents (authorized to do so) to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information I am providing. I hereby waive any and all rights and claims I may have regarding Task, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner and all other persons, corporations or organizations for furnishings such information about me.

I understand that Task Building LLC does not unlawfully discriminate and no question on this form is used for the purpose of limiting or eliminating anyone from consideration on any basis prohibited by applicable local, state or federal law.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration, or (2) may result in the immediate termination of contract, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Independent Subcontractor: \_\_\_\_\_

Date: \_\_\_\_\_