

Application Packet Checklist

Before submitting the application packet please be sure that **ALL** required documents are included

- Application
- Liability Insurance
- Current Business License OR Resume with letter explaining why a business license is not required
- Driver's License
- W-9 Form
- Employers with staff that will be working with GLCN students** must provide DOJ Certification Letter with ORI#, which informs us that your staff has cleared Live Scan.

Gorman Learning Charter Network

Vendor Course Instructor

APPLICATION

This application must be completed and signed by the vendor only.

Business Name: _____

Owner's Name: _____

Business Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

Do you have any friends, relatives, or acquaintances attending or working for Gorman Learning Charter Network, Gorman School District, or Lucerne Valley Unified School District? [] Yes [] No

If yes, state name and relationship _____

Business License Number: _____ Expiration date: _____

¹(Attach a copy of Current Business License)

Business Contact

Phone Number: () _____ FAX Number: () _____

Email Address: _____ Web Page: _____

Upon pre-approval of vendor and courses, Live Scan fingerprinting will be required for all applicants.

If this application is being submitted by a business employing one or more persons who will work directly with students, the APPLICANT shall conduct a criminal background check for all employees and volunteers through the Department of Justice (DOJ) for the purpose of obtaining criminal record summary information from the Department of Justice and Federal Bureau of Investigation in accordance with Education Code Section 45125.1 and Penal Code Section 11105.3. Upon receipt of DOJ clearance, the Applicant will certify to GLC that no employee of the Applicant working with students of GLC has been convicted of a violent or serious felony as defined by statute, nor has a criminal action pending upon charges of commission of a violent or serious felony as defined by statute. ORI # _____ Certification attached: _____ yes

Description: _____

Service: **(Example)** Guitar Lessons Cost: **(Example)** \$30/session

Frequency/Duration: **(Example)** Once a Week, 30 Minute Sessions

Service: _____ Cost: _____

Frequency/Duration: _____

Service: _____ Cost: _____

Frequency/Duration: _____

Service: _____ Cost: _____

Frequency/Duration: _____

Service: _____ Cost: _____

Frequency/Duration: _____

If you are a recreation department and/or you offer a variety of classes, please attach your class pamphlet or catalog.

Email application and support materials to vci@gormanlc.org

Or Mail to:

Gorman Learning Charter Network Attention: VCI

1826 Orange Tree Lane

Redlands, CA 92374

Please ensure that all documents have been completed and signed before forwarding your application.

Signature: _____ Title: _____ Date: _____