

**Attention**  
**Little Rock Christian Academy**  
**Contract Workers**

All contract employees must complete the attached paperwork and include a copy of your driver's license, social security card, and/or birth certificate.

All paperwork and copies must be returned to **Valerie Stearns** in the Business Office prior to receiving your first check. No check will be processed without complete paperwork.

**SORRY, NO EXCEPTIONS!**

If you have any questions or need assistance in filling out any of your paperwork, please don't hesitate to call me at 501.868.9822.

Sincerely,

Valerie Stearns  
Business Office

# Little Rock Christian Academy Contract Worker Agreement

Little Rock Christian Academy agrees to pay...

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

as a contract worker to perform duties on an as needed basis, as determined by the school. Under this agreement, you will not be eligible for benefits. Taxes will not be withheld from your pay, and a 1099 will be issued at the end of the year as dictated by IRS regulations. Pay will be issued bi-weekly.

Thank you for your contribution to our school. You are needed and very much appreciated.

\_\_\_\_\_  
Contract Worker's Signature

\_\_\_\_\_  
Social Security Number