

Contractor Employee Biographical Data Sheet (Form 1420)
Instructions

****THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND ACCURATELY, AND TO THE SPECIFICATIONS REQUIRED WITHIN THIS INSTRUCTION SHEET AND THE FORM ITSELF. FAILURE TO DO SO, MAY RESULT IN THE FORM BEING RETURNED FOR FURTHER CLARIFICATION, AND MAY DELAY OR ALTER THE LENGTH OF, OR SPECIFICS OF, THE ASSIGNMENT.****

- Form Box 1, 3, 8, 9, 10, 11, 12 and 13 – These boxes require basic information and should be completed in their entirety, and with the most up-to-date and accurate information. If the information requested is not applicable, simply enter N/A.
- Form Box 2, 4, 5, 6, and 7 – The boxes are for the Contracting Company or Employer to complete. Please leave these spaces BLANK (or unaltered if they already contain information).
- Form Box 14 (Employment History)
 - ✓ This section is for full time or part time employment only. Consultant or short term assignments are listed under Form Box 15 described below. Employment is defined regular, long term employment, which often is accompanied by employee benefits.
 - ✓ Please provide only the last 3 years of employment. If you received salary increases, you may list the same position/company twice with the corresponding salaries and dates when those salaries were earned.
 - ✓ Employer information must include company/organization name, address, a point of contact, and a telephone number for that point of contact.
 - ✓ Dates of Employment are the dates when you began and ended working at that particular salary.
 - ✓ Annual Salary shall be listed as the base rate of pay and in US Dollars ONLY. Base Rate of Pay means free of benefits, allowances, bonuses, etc. A full list is available on the form 1420.
 - ✓ Should you require more space than provided, you are allowed to add lines in the document or provide a supplemental page, so long as the information provided is consistent.
- Form Box 15 (Specific Consultant Services)
 - ✓ Please provide only consulting assignments that you have performed in the last 3 years. Anything older is not considered timely.
 - ✓ “Service Performed” should be a reasonable descriptive as to your duties, i.e. “Consultant” is not sufficient.
 - ✓ Employer information must include company/organization name, address, a point of contact, and a telephone number for that point of contact.
 - ✓ “Dates of Employment” should include the beginning and end dates of when you were engaged for the activity, not necessarily the dates you physically worked or earned a daily rate.
 - ✓ “Days at Rate” should include the actually number of days billed to the employer. This should be a specific number and NOT an approximation.
 - ✓ “Daily Rate in Dollars” shall be listed as the base rate of pay and in US Dollars ONLY. Base Rate of Pay means free of benefits, allowances, bonuses, etc. A full list is available on the form 1420.
 - ✓ Should you require more space than provided, you are allowed to add lines in the document or provide a supplemental page, so long as the information provided is consistent.
- Form Box 16 (Certification) – This form MUST be signed and dated by the Consultant as a certification of the accuracy and completeness of this form.