

**Atlas Legal and Process Services LLC
Process Server Application Form**

Applicant Information

- **Full Name:** _____
- **Address:** _____
 - **City:** _____
 - **State:** _____ **ZIP Code:** _____
- **Phone Number:** (____) - _____
- **Email Address:** _____

Availability

- **Days Available (Check all that apply):**
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
- **Hours Available:** _____

Experience and Background

- **Do you have any prior experience as a Process Server?**
 - Yes
 - No
- **If yes, please describe your experience:**

- **Are you familiar with the legal requirements for process serving in your area?**
 - Yes
 - No
- **Do you have a valid driver's license?**
 - Yes
 - No
- **Driver's License Number:** _____
- **Do you have reliable transportation?**
 - Yes
 - No

Skills and Qualifications

- Please list any skills or qualifications that would make you a good fit for this position:

Criminal Background

- Have you ever been convicted of a crime?
 - Yes
 - No
- If yes, please provide details:

- Have you ever been convicted of a crime involving moral turpitude (such as fraud, theft, or dishonesty)?
 - Yes
 - No
- If yes, please provide details:

Note: A conviction will not necessarily disqualify you from employment. The nature and circumstances of the offense, as well as its relevance to the position, will be considered.

References

- Reference #1
 - Name: _____
 - Phone Number: (____) - _____
 - Relationship: _____
- Reference #2
 - Name: _____
 - Phone Number: (____) - _____
 - Relationship: _____

Additional Information

- Why are you interested in becoming a process server with Atlas Legal and Process Service?

Applicant's Certification

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired.

- **Applicant's Signature:** _____
 - **Date:** _____
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Submit your completed application to:

Atlas Legal and Process Service
2431 Wiley Blvd #1081
Cedar Rapids, IA 52404
info@atlaslegal.services
319-242-7263