

TO: Evolution Process Service

Process Server Application

Please return the following required documents

- Completed Process Server Application.
- Legible copy of my valid Indiana Driver's License.
- Legible copy of valid auto insurance.

I certify that the information given in this application is true and correct to the best of my knowledge and belief. I hereby authorize Evolution Process Service to verify any information contained in this application or supporting supplements to this document.

Signature: \_\_\_\_\_

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

SECTION I - Personal Information

Name:

\_\_\_\_\_

Full Address:

\_\_\_\_\_

Phone:

(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security # \_\_\_\_\_ (required for background check)

**SECTION II - Education**

HIGH SCHOOL

Name of School:

\_\_\_\_\_

Dates Attended: \_\_\_\_/\_\_\_\_/\_\_\_\_/ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Did You Graduate: Yes  No

COLLEGE OR UNIVERSITY

Name of School:

\_\_\_\_\_

Dates Attended: \_\_\_\_/\_\_\_\_/\_\_\_\_/ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Did You Graduate: Yes  No

**SECTION III - Employment (Attach Additional Pages If Necessary)**

START WITH MOST RECENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name and Title of Immediate Supervisor:

\_\_\_\_\_

Your Job Title: \_\_\_\_\_

Description of duties and responsibilities:

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Start date \_\_\_\_\_

End Date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name and Title of Immediate Supervisor:

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Your Job Title: \_\_\_\_\_

Description of duties and responsibilities:

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Start date \_\_\_\_\_

End Date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name and Title of Immediate Supervisor:

\_\_\_\_\_

Your Job Title: \_\_\_\_\_

Description of duties and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start date\_\_\_\_\_

End Date\_\_\_\_\_

Reason for leaving\_\_\_\_\_

## **SECTION V - Violation of Law**

The following questions have to do with violations of the law. A conviction for a violation does not automatically mean that you cannot be appointed. Give all pertinent facts so that a decision can be made. In answering these items, you may omit minor traffic violations.

1. Have you ever been convicted of an offense against the law? Yes  No

2. Have you ever been convicted of an offense while in military service?  
Yes  No

If the answer to any of the above items is "Yes", give details below. For each offense, provide the date, charge, place, court, and action taken. Attach extra sheets if necessary.

Offense #1

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

Charge: \_\_\_\_\_

Place of Occurrence: \_\_\_\_\_

Court: \_\_\_\_\_ Felony / Misdemeanor

Action  
Taken: \_\_\_\_\_

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Offense #2

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

Charge: \_\_\_\_\_

Place of Occurrence: \_\_\_\_\_

Court: \_\_\_\_\_ Felony/Misdemeanor

Action  
Taken: \_\_\_\_\_

### **SECTION VI - References**

Names and addresses of two (2) persons who have knowledge of your character and qualifications and whom we may contact (do not include relatives).

Reference #1

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

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

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: Reference #2

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

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

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Do you have a SmartPhone?

Do you have access to a scanner, computer and printer?

Do you have a reliable vehicle?

How many hours can you work a week?

What is your availability (evenings, mornings, weekends, any)?