



B T Edwards Process Service LLC

1300 Caraway Court | Suite 200
Upper Marlboro, MD 20774-5462

Office: (301) 505-2020
billy@serveit247.com

PLEASE TYPE YOUR INFORMAITON ONLY & YOU MUST EMAIL THIS FORM BACK AS A PDF

Position applying for: PROCESS SERVER YOUR HOME COUNTY/AREA: _____

DATE OF APPLICATION SUBMITTED: ___ / ___ / ___

Referral by: Internet or _____ Have you served papers before? Y / N with what company:

Name: _____ Middle Name: _____ Last Name: _____

Address: _____ Apt: _____ City: _____ State: _____ Zip: _____

Telephone # Cell: _____ Home: _____ Work: _____

Personal Email: _____

Current Employment / Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT: Name: _____ Number: _____ Relationship: _____

EMERGENCY CONTACT: Name: _____ Number: _____ Relationship: _____

Drivers License #: _____ State Issued In: _____ Date of Birth: _____

Social Security #: (leave blank until your interview) _____ (must show your Social Security card during the interview or once hired you can text a picuture as proof)

Vehicle Information: **M**ake: _____ **M**odel: _____ **C**olor: _____ **T**ag: _____

List of Personal & Professional References:

Name: _____ Relationship: _____ Contact #: _____

Name: _____ Relationship: _____ Contact #: _____

Name: _____ Relationship: _____ Contact #: _____

Office Use Only

User: _____ PW: _____ Interview Date: _____ Interview Location: _____

Interview via phone date: _____ Sent App Info: Y / N Date: _____ Overview / App via phone: Y / N Date: _____

Signed Contract: Y / N Smart Phone: Android or I-phone Add to Outlook: Y / N Text recent H&S picture: Y / N Driver Licenses Y / N

Computer Y / N | Internet Service Y / N | Printer Y / N | Scanner Y / N | Sample Job Y / N | Send Pic Y / N | Send SS Card Y / N