

Oklahoma Judicial Process Servers

3111 West Wilshire Boulevard, Oklahoma City, Oklahoma 73116

Phone #: (405) 593-3515 Fax #: (405) 607-0504

Notary Public Independent Contractor Job Application – OJPS – Page 1 of 5

Applicant's Name: _____ Date: _____

Current Address: _____

Home #: _____ Cell #: _____ DL#: _____

Are you at least 18 years old? Yes/No Are you at least 21 years old? Yes/No

Social Security Number: _____ Notary Public Commission #: _____

Date Your Commission Expires: _____

Which state(s) are you commissioned to serve in? _____

Do you carry errors and omissions (E&O) insurance? Yes/No

If yes, which company are you insured through? _____

How much E&O liability insurance do you carry? _____

How long have you been a commissioned notary public? _____

Do you have any experience with loan closings, etc.? Yes/No

If you have experience as a notary public, please describe it in detail: _____

Do you need additional help/training as a notary public? Yes/No

Are you willing to serve as a mobile/traveling notary? Yes/No

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Have you ever had any notary public commission suspended, revoked or had other action taken against it or any E&O insurance policy for any reason?

Yes/No - If yes, please explain. _____

Do you have and carry a notary public book with you when signing documents? Yes/No

Do you carry defensive items or firearms (i.e., pepper spray, stun guns, guns, etc.) when out on duty? If yes, please explain. _____

Which, if any, professional associations do you belong to? _____

Are you licensed/bonded/insured to serve as a/an . . .

- Private Investigator? Yes/No
- Expert Witness? Yes/No
- Process Server? Yes/No
- Security Guard? Yes/No
- Bodyguard? Yes/No
- Document Retrieval Specialist? Yes/

No

Do you wish to also serve in any of the positions mentioned above? Yes/No

If you answered, "Yes," then please specify which positions and why they interest you. _____

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Are you requesting expedited service? Yes/No

If "Yes," how soon do you need it served? _____

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Please list at least two employer references and at least one non-family personal reference. You may feel free to list more references if you like.

Reference #1:

Name: _____ Occupation: _____

Relationship to you: _____ How long have you known him/her? _____

Address: _____ Phone #: _____

E-mail Address: _____

Reference #2:

Name: _____ Occupation: _____

Relationship to you: _____ How long have you known him/her? _____

Address: _____ Phone #: _____

E-mail Address: _____

Reference #3:

Name: _____ Occupation: _____

Relationship to you: _____ How long have you known him/her? _____

Address: _____ Phone #: _____

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Are you requesting expedited service? Yes/No

If "Yes," how soon do you need it served? _____

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Please be sure to initial the box of each of the following, which will indicate that you understand each item and agree to abide by them. Please ask if you have any questions or concerns. ☺

- I agree that the information provided on this application is true and complete to the best of my knowledge.
- In connection with Oklahoma Judicial Process Servers considering me for employment as an INDEPENDENT CONTRACTOR, I authorize Oklahoma Judicial Process Servers and or its agent, to obtain a consumer report, or investigative consumer report which may include information on my character, general reputation, personal characteristics, and mode of living from public record sources or through personal interviews with previous employers, references and/or associates.

I authorize, without reservation, any person or entity contacted by Oklahoma Judicial Process Servers, or its agent, to furnish the above-stated information, and I agree and covenant to forever release any such person or entity from any and all liability for furnishing such information. I further release Oklahoma Judicial Process Servers, its affiliated companies, their officers, employees and agents, and specifically, their affiliated companies, their officers, employees, family, affiliates, representatives, and agents from any and all liability and responsibility arising from the preparation of said report. I understand that false or misleading statements made on this authorization, or made during the employment process for the position as an INDEPENDENT CONTRACTOR, will disqualify me from consideration for employment or result in my immediate discharge if employed as an independent contractor.

By my execution hereof I acknowledge I have been provided with a separate Consumer Disclosure advising me that a report will be requested and may be used for the purpose of evaluating me for employment as an independent contractor, if allowed by law.
- I agree to provide lawful documentation that I am legally authorized to work in the United States.
- I understand that I am an independent contractor with Oklahoma Judicial Process Servers and am responsible for paying all of my own taxes, non-covered expenses, insurance, etc.
- I understand that working as a notary public or any other position I have applied for carries assumed risk at various levels. As an independent contractor for Oklahoma Judicial Process Servers, I agree to be responsible for any such harm, damage, etc., that may come to me or to others I assist. I realize that carrying life, health, dental, disability insurance, etc., through other companies is strongly advised. I will also keep my necessary job-related bond/insurance/licensure current, at my own expense. If I have any questions or ever need help, I will ask someone who is qualified to provide it.
- I understand that I will follow the policies and procedures of Oklahoma Judicial Process Servers and federal/state/local laws. I also agree never to solicit clients or their associates that Oklahoma Judicial Process Servers recommends to me and/or has me assist. When working for a client provided or referred to me by Oklahoma Judicial Process Servers, I agree to always represent myself as working as for Oklahoma Judicial Process Servers. I agree to never contact them outside of that capacity or have anyone else do so on my behalf or on someone else's behalf. I will never provide them with my personal contact information, unless specifically authorized to do so in writing by the chief executive officer. I also agree and covenant to never divulge their information to any parties outside of Oklahoma Judicial Process Servers, unless required by law.
- I understand that falsified or misrepresented information or significant omissions may disqualify me from further consideration for employment as an

independent contractor and may be considered justification for immediate termination at any time prior to or after my employment as such.

I acknowledge that I must be and remain fully licensed/bonded/insured, as required, and have met all of these requirements prior to employment as an independent contractor with Oklahoma Judicial Process Servers.

I further release Oklahoma Judicial Process Servers, its affiliated companies, their officers, employees and agents, and specifically their affiliated

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☺ Please be sure to initial the box of each of the following, which will indicate that you understand each item and agree to abide by them. Please ask if you have any questions or concerns. ☺

I understand that as a notary public that I must follow all of the laws pertaining to my professional work. If I have any questions about notary public laws in Oklahoma, I will ask the chief executive officer at Oklahoma Judicial Process Servers and/or will find out through another reputable sources.

I understand that it is my responsibility to keep all of my licenses, bonds, and insurance, as applicable, up to date. This is my responsibility and expense, and I will not be reminded by management at Oklahoma Judicial Process Servers about this.

I understand that Oklahoma Judicial Process Servers practices a nondiscrimination policy and appreciates diversity. This policy is in force in pre-employment screenings, during employment, for promotion, salaries/commissions, reassignments, termination, and any other area required by law. It includes but is not limited to nondiscrimination against individuals and others based upon the following: race, ethnic background, nationality, sexual orientation, age (except as required by law for job requirements), gender, religion (or lack thereof), political party, disabilities, citizenship status (provided legal documentation can be provided for the purposes of working), country of origin, marital status, veteran status, transgendered status, gender identity, and any class protected by federal, state, and local laws not mentioned herein. I also agree not to discriminate against any others in any way at any time while serving with Oklahoma Judicial Process Servers. If I observe any such discrimination taking place, I hereby covenant and agree to immediately report it to the chief executive officer of Oklahoma Judicial Process Servers and, if needed, to the Equal Employment Opportunity Commission (EEOC) at www.EEOC.gov.

Consumer Disclosure

In connection with Oklahoma Judicial Process Servers considering you for employment as an independent contractor, continued employment as such, promotion or reassignment, Oklahoma Judicial Process Servers may obtain a consumer report on you which may include, but is not limited to, information on character, general reputation, personal characteristics, and mode of living from public record sources or personal interviews with previous employers or associates. You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act, which may be used to verify your qualifications, background, etc., if allowed by law.

Please sign one of the following:

* Applicant E-Signature – if submitting by e-mail (type name here)

Entering your name in this field constitutes an official signature on this form.

Today's Date
mm/dd/yyyy (ex: 03/04/2014)

or . . .

Applicant's signature: _____ Date: _____

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