

Superior Court of Cobb County
PERMANENT PROCESS SERVER APPLICATION FORM

PLEASE TYPE OR PRINT IN BLACK INK

1. **NAME:** _____
Last First Middle

2. **ADDRESS:** _____

3. **PREVIOUS ADDRESS** (If at present address less than 5 years):

4. **COMPANY NAME (If Applicable):** _____

5. **EMAIL ADDRESS (will post on website):** _____

6. **PHONE NUMBER (will post on website):** : () _____

7. **ALTERNATE PHONE NUMBER:** () _____

8. **EDUCATION:**

HIGH SCHOOL

Name of School: _____

Address of School: _____

Date of Leaving: _____ Did you Graduate: ____yes____no

Highest grade of school completed: _____

COLLEGE OR UNIVERSITY

Name of School: _____

Address of School: _____

Dates Attended: From _____ To _____

Hours Earned Quarter/Semester: _____

Degree: _____ Year Degree Awarded: _____

Major: _____

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Name of School: _____

Address of School: _____

Dates Attended: From _____ To _____

Hours Earned Quarter/Semester: _____

Degree: _____ Year Degree Awarded: _____

Major: _____

BUSINESS, TRADE, TECHINICAL SCHOOLS AND OTHER TRAINING

Name of School: _____

Address of School: _____

Dates Attended: From _____ To _____ No. of Hours Per Week: _____

Certificates Received: _____

Subject Taken: _____

9. EMPLOYMENT RECORD:

Name of Employing Agency,
Company or Institution: _____

Address: _____

Name and Title of
Immediate Supervisor: _____

Your Job Title: _____

Description of your
duties and responsibilities: _____

Date Employed: From _____ To _____

Reason for Leaving: _____

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Name of Employing Agency,
Company or Institution: _____

Address: _____

Name and Title of your
Immediate Supervisor: _____

Your Job Title: _____

Description of your
duties and responsibilities: _____

Date Employed: From _____ To _____

Reason for Leaving: _____

10. **VIOLATIONS OF THE 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.

- a. Have you ever been convicted of an offense against the law? ____yes ____no
- b. Have you ever been convicted of an offense against the law while in military service?
____yes ____no
- c. Was any conviction pursuant to an adjudication in a juvenile court, a youthful offender act or a first offender act? ____yes ____no

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

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11. **REFERENCES:**

Names and addresses of two (2) persons who have knowledge of your character and qualifications and whom we may contact (Not relatives or former employers)

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (____) _____ Phone: (____) _____

12. **CERTIFICATION:** I certify that all information given in this biographical sketch is true and correct to the best of my knowledge and belief. I hereby authorize Cobb County Superior Court to verify any information contained.

Note: The most common application or renewal errors are to fail to send a copy of driver's license and failing to have background check form notarized

Signature: _____ Date: _____

ENDORSEMENT

The undersigned member in good standing of the State Bar of Georgia hereby endorses the above applicant to be appointed as a permanent process server of Cobb Superior Court and attests to such applicant's good character, honesty and integrity.

This _____ day of _____, 20____.

Attorney at Law

Print Name

Georgia State Bar Number _____