

Application Package Check List

Enclosures:

1. Authorization to Conduct Background Investigation-completed and signed and dated.
2. Application-all questions answered completely (please do not refer to resume' for information).
3. Agreement- completed, signed and witnessed by one witness.
4. Employment Eligibility Verification- top portion completed.
5. W-4 bottom portion completed and signed.
6. Employee Handbook Acknowledgment- return 1st page only.
7. Copies of State Farm, NFIP, FWUA, etc. certifications and any state adjusting licenses held.
8. Current Resume.
9. Copy of Valid Drivers License and Social Security Card.

Applications can be returned by mail to:

*Bradley Stinson & Associates, Inc
P.O. Box 802243
Houston, TX 77280*

Applications can be returned by fax to:

832.553.7347

Applications can be returned by e-mail to:

info@bradleystinson.com