

Pat Neff and Associates, LLC
Office: (806) 747-4500
Fax: (806) 747-8011
<http://patneffandassoc.wix.com/pnallcrecruiting@patneffassoc.com>

APPLICATION

Thank you for your interest in joining our team of Independent Sub-Contractors. You are applying to carry out work-orders that require attention to details, line item instructions, and specified due dates. Please **READ** each item below carefully **BEFORE** filling out and returning the necessary forms included in this packet. If you have any questions, please do not hesitate contacting the Recruiting Department.

- **Please proceed with the application process only if you meet the requirements necessary.** You **must** have the necessary tools and equipment, willing to comply with client expectations and deadlines, know how to use the computer programs used to submit work order etc., and you must be able to pass a background check. Please do not apply until you are ready to receive work orders.
- You might want to check out Adobe Reader XI. Adobe Reader software is the free trusted standard for viewing, printing, and annotating PDF documents. It's the only PDF file viewer that can open and interact with all types of PDF content, including forms and multimedia. Here is the link for a free download: <http://www.adobe.com/products/reader.html> . This program enables you to fill out the application forms easily on your computer and return them via email. Please keep in mind that *we cannot accept a typed signature*; however, it is easy to take a picture of your original signature and upload it into the program so that you can insert it where it is necessary.
- Please be sure to fill out each form completely, including initialing pages where requested.
- Please send application packet via fax or in pdf form via email. **Include a copy of your resume with your application.** Please email your color photo and driver's license in jpeg form via email—do not fax.
- You may submit your completed application packet via email in pdf form to recruiting@patneffassoc.com (please make subject line "Application Packet") or by faxing it to (806) 747-8011.