

Independent Contractor Screening Questionnaire

Please answer each of the following questions with a "yes" or "no," providing license numbers where appropriate. Please print clearly and boldly. **Remember to attach** copies of your licenses and certifications.

1) What is your current Home Address, Cellphone Number, Home or Office Number, and E-mail Address?

2) What software do you use? If using Xactimate, please provide your Xactnet address.

3) Are we to consider you a Daily, Storm, or both, adjuster? (A Daily adjuster does not leave his area to work claims.)

4) Are you available to work Daily Claims?

5) What areas will you work? Be specific, or provide a map.

6) Are you able to be dispatched and leave within 48 hours of notice for Storm duty?

7) Are you able to be away from home for 30 days if needed?

8) Would you be interested in being a file examiner if needed?

9) Do you have prior experience as a file examiner?

10) Are you qualified for Property?

11) How much experience do you have in Property?

12) Are you qualified for Commercial?

13) Are you qualified for Liability?

14) Are you qualified for Auto?

15) Are you qualified for Heavy Equipment?

16) Do you have any experience in Appraising Autos or Heavy Equipment?

17) Are you qualified for Boats?

18) Are you qualified for Inland Marine?

19) Are you qualified for Cargo?

20) Are you qualified for Worker's Comp?

21) Are you Flood certified? If yes, provide your license number.

22) What states are you licensed in? (Include license numbers for each state, along with the expiration date)

23) Are you Earthquake certified? If yes, provide your license number.

24) Are you Citizens trained? If yes, what is your ID number.

25) Are you American Family certified? If yes, provide your ID number.

26) Are you Farmer's certified? If yes, provide your license number.

27) Are you Nationwide certified? If yes, provide your license number.

28) Are you USAA certified? If yes, provide your license number.

29) Are you Metropolitan certified? If yes, what states are you certified for?

30) Are you Virginia Properties certified?

31) Are you Wind certified? If yes, what states are you certified for?

32) Can you convert reports into PDF documents?
