

The Employer Reference Form



****Please read each step carefully. Failure to properly fill out forms may be grounds for disqualification and rejection of your application. ****

You need to supply a reference form for every employer for the past ten years, except for military service; if you have worked law enforcement, you must include every law enforcement agency with which you have worked.

This form is not needed for prior military employment. For prior military employment, please be sure to complete the Request Pertaining to Military Records to Request Copy of DD214 form.

Step 1: Print out a separate copy of this form for **each** of your employer references.

Step 2: Fill out the **company** name (do not address to an individual) and address **of your previous employer** in section one. If the company has closed, use the last best known address.

	
R.L. (Butch) Conway, Sheriff	2900 University Park Lawrenceville, GA 3 (770) 619-6500 Fax (770
<hr/>	
TO: ACME Hardware	
<hr/>	
55 Anywhere Road	
<hr/>	
Somewhere City, Ga 30000	
<hr/>	
Section 1 Example	
<hr/>	
Work	
<hr/>	
Fax#:	
<hr/>	
E-Mai	

Step 3: Fill out the company phone and e-mail contact of your previous employer in section two.

Employer References
Work #: 555-555-5555 <hr/> Fax#: 444-444-4444 <hr/> E-Mail: ACMEhardware@example.com <hr/>
Section 2 Example

Step 4: Fill out section 3 with your information. Try to be as specific as possible with dates of employment.

information pertaining to them.			Section 3 Example
Full Name (Printed or Typed): Bernard Joe Fife			
Full Name (Signature): <i>Barney Fife</i>			
Date: 12/30/2005	Phone Number: 222-222-2222	Social Security Number: 123-45-6789	
Current Address: 55 Nowhere Drive Some City, GA 3001			
Position Held: Stock Room Organizer		Date of Employment: From / To 12/30/1995 - 12/30/2003	
Thank you in advance for your time and your cooperation in completing this questionnaire. If you have any			

Step 5: If you are filling out a form for an employer by whom you are currently employed, please indicate in section 4 if you would want us to send a reference form to them or not. If it is not your current job, please leave section 4 blank.

Thank you for your time and your cooperation in completing this questionnaire. If you have any questions, please contact me at 770-822-3128.

Section 4 Example

Standards Division

* If this is your current employer, please indicate if you do or do not want us to send them a reference letter.

Send a Letter to My Current Employer

DO NOT Send a Letter to My Current Employer

Once you have filled out section 4, you are done with the form. ***Do not*** fill out the remainder of the form.

***Very Important: Do not mail or give the form to your reference yourself. The form is to be turned into the Gwinnett County Sheriff's Office along with the rest of your Applicant Packet.**

We will deliver the form to your reference.