The Employer Reference Form

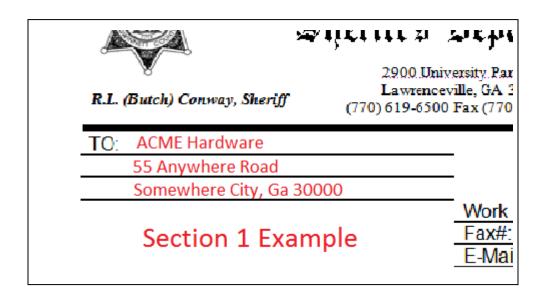
**Please read each step carefully. Failure to properly fill out forms may be grounds for disqualification and rejection of your application. **

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 <u>Request Pertaining to Military Records to Request Copy of DD214</u> form.

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

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



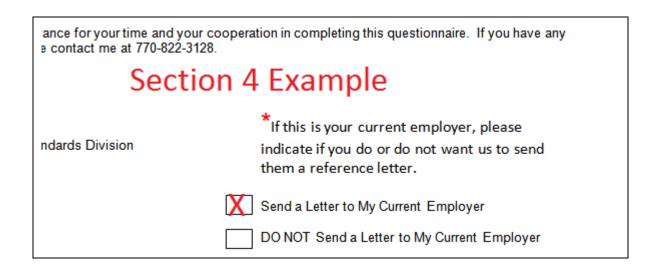
Step 3: Fill out the *company* phone and e-mail contact *of your previous employer* in section two.

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

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

information pertaining to them	l.	Secti	on 3 Example
Full Name (Printed or Typed): Bernard Joe Fife		Jeen	on 3 Example
Full Name (Signature):	arney Fi	fe	
Date: 12/30/2005	Phone Number: 222-222-22	222	Social Security Number: 123-45-6789
Current Address: 55 Nowhe Some City			
Position Held: Stock Room Organizer	,	Date of Employm 12/30/1995 - 1	
		1	
Thank you in advance for your	time and vour cooper	ation in completing	this questionnaire. If you have an

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.



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

*Very Important: <u>Do not</u> 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.