



Gwinnett County Sheriff's Office

R.L. (Butch) Conway, Sheriff

2900 University Parkway
Lawrenceville, GA 30043
(770) 619-6500 Fax (770) 822-3115

Bill Walsh
Chief Deputy
Lou Solis
Chief Deputy
Don Pnkard
Jail Administrator

TO: _____

Employer References

Work #: _____

Fax#: _____

E-Mail: _____

To Whom It May Concern:

The individual listed below is an applicant with the Gwinnett County Sheriff's Office. A very important part of the hiring process is the completion of a thorough background investigation.

On the reverse side of this letter you will find a questionnaire which will provide us the information needed to consider this applicant for a position with our agency. When completed, return the questionnaire in the enclosed self-addressed stamped envelope.

Please accept the enclosed personal release form as authorization from the applicant to release any information pertaining to them.

Full Name (Printed or Typed):		
Full Name (Signature):		
Date:	Phone Number:	Social Security Number:
Current Address:		
Position Held:	Date of Employment: From / To	

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

Sincerely,

Professional Standards Division
Background Unit

* 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

Applicant Name: _____

	Poor	Below Average	AVERAGE	Very Good	Excellent
Attendance					
Appearance					
Overall Attitude / Disposition					
Punctuality					
Dependability					
Ability to Exercise Discretion					
Ability to Follow Oral Instructions					
Ability to Complete assignments					
Communication Skills					
Overall Performance					

	Yes	No
Is the applicant eligible for re-employment with your firm/agency?		
Would you recommend this applicant for a position with the Sheriff's Office?		
Are you related to this applicant? If "Yes", How?		
Was the employee subject to any disciplinary action while employed by your company/agency? If "Yes" please explain below.		
Reason given for leaving position:		

ADDITIONAL COMMENTS

Name of Person Completing Report	Title	Phone Number	Date