

The Personal Reference Form



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

****DO NOT use a relative by blood or marriage as a personal reference.****

****You will be required to fill out *FOUR* of these forms****

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

Step 2: Fill out the name and address **of the personal reference** in section number one.

	
R.L. (Butch) Conway, Sheriff	2900 University Parkway Lawrenceville, GA 30043 (770) 619-6500 Fax (770) 822-3
<hr/>	
TO: John Doe	
55 Anywhere Road	
Somewhere City, GA 3000	
<hr/>	
Section 1 Example	Home #:
	Cell #:
	Fax#:
	E-Mail:

Step 3: Fill out the phone and e-mail contact information of the personal reference in section two.

Personal References	
Home #:	555-555-5555
Cell #:	444-444-4444
Fax#:	333-333-3333
E-Mail:	JohnDoe@example.com

Section 2 Example

Step 4: Fill out section 3 with your information.

information pertaining to them.

Full Name (Printed or Typed): Bernard Joe Fife	
Full Name (Signature): <i>Barney Fife</i>	
Date: 12/30/2005	Phone Number: 222-222-2222
Current Address: 55 Nowhere Drive Some City, GA 3001	

Section 3 Example

Thank you in advance for your time and your cooperation in completing this questionnaire. If you have any

Once you have filled out section 3, 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.