



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 Pinkard
Jail Administrator*

TO: _____

Personal References

Home #: _____
Cell #: _____
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:	
Current Address:		

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

We are currently conducting a pre-employment background investigation to determine the suitability of this applicant for a position with the Sheriff's Office. The applicant has given your name as a reference. If possible, please complete the following questionnaire and return the completed form to this office as soon as possible. A stamped return envelope has been provided.

Thank you for your cooperation and assistance.

Name of Applicant:	
Name of Reference:	Phone:
Address:	

1. Are you related to applicant? Yes No How? _____

2. How long have you known applicant? _____

3. Is applicant friendly and courteous to others? Yes No

4. Is applicant trustworthy? Yes No

5. Does applicant get along with others in the community? Yes No

6. To your knowledge does the applicant have the ability to exercise discretion and work independently? Yes No

7. Is the applicant a responsible person? Yes No

8. To your knowledge does the applicant associate with persons of bad character? Yes No

9. Do you believe the applicant would be able to respond appropriately in stressful situations? Yes No

10. Would you recommend applicant for employment with the Sheriff's Office? Yes No

11. Does applicant have a reputation for being intolerant or highly prejudiced against persons of other races, religions or other backgrounds? Yes No

12. Is applicant prone to inappropriate displays of temper? Yes No

13. Do you have any additional information which might be relevant to this background investigation?
If YES explain:
