

Dear Sir/Madame:

_____ has applied for employment with the Parish of Jefferson as _____, and stated that he/she was employed by you in the capacity of _____ from _____ to _____. Your response to the questions below, which may be returned in the enclosed envelope, will be greatly appreciated.

Sincerely,

Personnel Department

- =====
1. Are the dates of employment substantially correct? _____
If not, please give correct date _____
 2. What type of work did applicant perform? _____

 3. Why did applicant leave your service? _____

 4. Would you reemploy applicant in a suitable vacancy? _____
 5. Please comment briefly on applicant's work habits, attendance and ability: _____

Signature: _____ Title: _____ Date: _____

To Be Completed By Applicant

I hereby authorize all my previous employers to furnish the Jefferson Parish Personnel Department information concerning my employment history. I hereby release the aforesaid employers from any responsibility for damage on account of furnishing said information.

Applicant's Printed Name

Applicant's Signature

Date