

Dear Sir/Madam:

_____ 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? Yes No
If not, please give correct dates: _____
 2. What position did the applicant hold, and what type of work did applicant perform? _____

 3. Was the position full-time or part-time? Was the applicant a paid employee or volunteer? _____

 4. 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