

April 30, 1997

CONFIDENTIAL EMPLOYER INQUIRY

**City of Riverside
3601 University Ave.
Riverside, CA. 92501
ATTN: Supervisor**

**John B. Smith
SSN: 000-00-0000
DOB: 00/00/00
Job Title
01/01/87 to Present**

The above named individual has applied for a position as a **Volunteer** with this department and has given your name as a former employer. In the application, it was stated that he was employed by your firm in the position and dates indicated above. The position applied for is one of responsibility and trust; your verification of these facts and other information concerning this applicant will be very helpful. We appreciate your assistance.

This information will be treated as strict confidence as set forth in the California Evidence Code, Section 1040. An "Authorization to Release Information" is enclosed for your files. It is important that you complete and return this form as soon as possible to expedite the applicant's background examination and subsequent paperwork.

(PLEASE CIRCLE ONE)

- | | | | | |
|---|------------------|-------------|-------------|-------------|
| 1) Dependable and Trustworthy | Excellent | Good | Fair | Poor |
| 2) Quality of Work | Excellent | Good | Fair | Poor |
| 3) Personal Habits | Excellent | Good | Fair | Poor |
| 4) Conduct with Fellow Workers
(Well Liked, Cooperative, etc...) | Excellent | Good | Fair | Poor |

(Over Please)

5) Reasons for leaving employ? _____

6) Would you re-employ? **Yes** **No**

7) If the answer is **NO**, please state the reason:

8) Additional Remarks:

Signed: _____ Position: _____

For your convenience, we have enclosed a self addressed stamped envelope. Your cooperation and prompt return of this inquiry is greatly appreciated.

Sincerely,

GERALD CARROLL
CHIEF OF POLICE

By: Kelly Lawler
Volunteer Services Coordinator
(909) 782-5635

