



## GLENN COUNTY PERSONNEL DEPARTMENT

*Linda Durrer, Personnel Director*  
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### MEMORANDUM

**TO:** Glenn County Personnel Department

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT:** Request for Scheduling of Pre-Employment Medical/Screening

Please schedule pre-employment medical/screening exam(s) for the following job candidate:

Name of candidate	
Street Address	
City	
Date of Birth	
Phone Number	
Social Security Number	
Job Title	
Department/Program	

Name of candidate	
Street Address	
City	
Date of Birth	
Phone Number	
Social Security Number	
Job Title	
Department/Program	