



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 Testing

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

Medical/Physical Drug Screen Fingerprints (Livescan)

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

Department Head or Designee Signature

Date