



# 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	

Preferred Lab Location	
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Department Head or Designee Signature

Date