

## Instructions for Filling-out Background Check

Roswell Police Department is very strict on the application being filling out **in its entirety** and correctly or it will not be processed.

- **All** fields must be filled out.
- **Full Social Security Number must be given.** This is how they process the application and look for any criminal records.
- In “Name of Employer Requesting background” use LIFESPAN, Resources, 3003 Howell Mill Rd., Atlanta, GA 30327, 404-237-7307
- Under “Check Any Of The Following That Apply” check “An applicant for employment providing care to the elderly”
- In the last field which ask who you are giving authorization to for someone to pick-up your application please write, Beatrice Lester.
- Lastly sign and date.

Thanks!