

# Reference Authorization & Release



I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment and /or education to this prospective employer, its officers, employees and agents, or any other person or entity making a written or oral request for such information. I understand that the employment and/or education information may include, but is not necessarily limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand, opinions regarding my suitability for employment possessed by it, confirmation of degree/diploma received, and grades.

I voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless such former employer, person, firm, corporation, school, or government agency, its officers, employees, and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

Previous Names \_\_\_\_\_  
Years Used \_\_\_\_\_

\_\_\_\_\_  
 Signature of Employment Candidate

..... **Candidate: Do not write below this line.** .....

Reference \_\_\_\_\_ Name of Candidate \_\_\_\_\_

Position Applied For \_\_\_\_\_ SS# \_\_\_\_\_

What is your relationship to this person?  Personal  School  Employment

Position/Promotions \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Please comment on:

Excellent    Above Average    Satisfactory    Marginal    Poor

Quality of Work					Reason for Termination: _____ _____ _____ Eligible for Rehire? Yes _____ No _____
Quantity of Work					
Attendance					
Attitude					
Initiative					
Honesty					
Appearance					
Learning Ability					
Overall Performance					

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please fold and mail in the enclosed self-addressed reply envelope. If you prefer to respond orally, please call Human Resources at (920) 320-4031. Thank you.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_