reference release form

(This is not meant to authorize the receipt of a background check from a third-party provider)

**Employee Reference Release**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the release of the following information concerning my employment with {Company Name}, as may be requested by prospective employers:

**Job Reference Information May Be Released May Not Be Released**

1. Dates of Employment

2. Job Title(s)

3. Salary at Time of Termination

4. Attendance Record

5. Performance Review Ratings

6. Reason for Termination

□ Resignation

□ Resignation by Mutual Agreement

□ Retirement

□ Downsizing

□ Discharged For

□ Other (Be Specific)

7. Eligible for Rehire? □Yes □ No

8. Other information that may be requested (be specific)

**Signed:**

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager