reference release form

**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