

Sample Reference Release Form

The following document is a recommended form for nonprofit employers to obtain information from prior employers about the applicant's qualifications for the open job position. The questions can be modified to reflect other applicable criteria for the open job position.

Reference Release Form

Applicant name: _____
 Former employer: _____
 Applicant's Social Security #: _____ Dates employed: _____

Applicant's Authorization

I consent to and authorize the above-named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. I also hereby release the above-named former employer, and its agents and employees, from all liability for damages or claims including, but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization.

Applicant's signature: _____ Date: _____

For completion by former employer:

Record of Employment

Position held: _____ Dates employed: _____
 Summary of essential duties: _____

Reason for leaving: _____
 Salary at termination: _____ Eligible for rehire? ___ Yes ___ No

Please rate the following:	Excellent	Good	Average	Poor
Job Knowledge	_____	_____	_____	_____
Attendance	_____	_____	_____	_____
Productivity	_____	_____	_____	_____
Degree of Supervision	_____	_____	_____	_____
Dependability	_____	_____	_____	_____
Overall Attitude	_____	_____	_____	_____
Overall Performance	_____	_____	_____	_____

Comments: _____

Signature: _____ Title: _____ Date: _____