**Employer Instructions**

Omit this page before printing the form.

Have the applicant fill out one of these forms for each prior employer from which you intend to seek job reference information. Using the form will make it more likely that the prior employer will feel at liberty to release the information you request, or at least more than the usual work dates and salary confirmation that may be of limited value in the hiring decision. Keep in mind that if anyone refuses to sign such an authorization, your company is then limited in obtaining any information from prior employers or supervisors and may have the legal right to refuse any further consideration of the individual’s application.

Please read the following statements, complete fill-in spaces, sign below, and return to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize my prior employer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to release any and all information relating to my employment with them to [insert company name]. I further release and hold harmless all parties from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in the strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

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Individual’s Signature Date

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Individual’s Name (print)