

## Employee Information Release

If you want certain information released to potential employers by \_\_\_\_\_, (the "Company"), please complete the following waiver permitting employer to release reference information.

I, \_\_\_\_\_, hereby authorize the Company, to provide information about my employment with the Company to any prospective employer.

The Company may release information relating to the items **initialed** below: (Please initial those items you authorize the Company to release)

\_\_\_\_\_ Dates of employment

\_\_\_\_\_ Job title

\_\_\_\_\_ Job description for last position held

\_\_\_\_\_ Copies of performance reviews

\_\_\_\_\_ Last rate of pay (hourly rate or annual salary)

\_\_\_\_\_ Reason for separation from employment

\_\_\_\_\_ Eligibility for rehire

\_\_\_\_\_ Other information as follows: \_\_\_\_\_  
\_\_\_\_\_

The Company is authorized to release the information initialed above to potential employers upon their request for the following period of time: (Please **initial** one)

\_\_\_\_\_ Indefinitely

\_\_\_\_\_ For the next 12 months

\_\_\_\_\_ For the next 90 days

\_\_\_\_\_ For the next 30 days

\_\_\_\_\_ Other (please define the time period) \_\_\_\_\_

I acknowledge by my signature that the Company is hereby released from any and all claims, demands, or liabilities arising out of or in any way related to the disclosure of the information above. By initialing the item(s) above, I acknowledge that I have authorized the Company to release such information. I have read and reviewed the foregoing Release and I understand its contents.

**CAUTION: THIS IS A RELEASE; READ BEFORE SIGNING.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date