

REFERENCE RELEASE FORM

Reference:

Company (if applicable)

Address

Phone

Contact ext.

Contact ext.

Contact ext.

Contact ext.

I authorize that any personnel at the listed places of employment or reference may disclose any and all information regarding my work history, personal characteristics, salary, work habits, or other areas of importance to (*prospective employer*). I hereby authorize (*Reference Name, City & State*), to verify any and all information contained on my employment application and related documents (i.e., resume, etc.).

Furthermore, I waive the right to sue the aforementioned references, employers, and related personnel for releasing such requested information to (*prospective employer*).

I understand that I can revoke this Release at any time, and, if so, I must do it in writing delivered to (*prospective employer*) and will hold the reference source harmless for any actions already taken in reliance upon this Release.

I understand this authorization and termination policy and agree to the release and verification of the aforementioned information.

Applicant's Signature

Date

Company\Areas of Law\Church – Forms\REFERENCE RELEASE FORM

Menges, McLaughlin, & Kalasnik, P.C.

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