

Document Preview – This is only a portion of the entire, customizable document.
Employment Reference Release

I acknowledge that I have been informed that it is [Your Business's] general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates.

By signing this release, I am voluntarily requesting that [Your Business] depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize [Your Business] to disclose to such prospective employers any employment-related information that [Your Business], in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that [Your Business] may have about my performance or behavior as an employee.

In exchange for [Your Business's] agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge [Your Business] and [Your Business's] successors,

Sample Preview