

EMPLOYEE REFERENCE REQUEST

RELEASE

I, _____ (employee), hereby authorize _____ (former employer) to release any and all references and records related to my past employment and work history to _____ (prospective employer). I release and discharge both my former and prospective employers from any and all claims or actions related to this Employee Reference Request and any related exchange of records or other communications concerning my past employment.

Signature	Date
Printed Name (Last, First, MI)	Social Security Number

Please answer the following questions as thoroughly as possible regarding the above named individual and their employment with your company. Thank you for your assistance.

Start Date	End Date	Final Position/Title
Final Salary	Time in Final Pay Grade	Your Relationship to Employee
Position Summary:		
Essential Job Functions:		
Reason for Leaving:		
Is this Individual Eligible for Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:		
Please Describe this Individual's Most Valuable Attributes:		
What Is Your Opinion of this Individual's Ability to Add Value to Our Company?		
Signature:	Date:	
Printed Name:	Title:	