**EMPLOYEE REFERENCE REQUEST** **RELEASE**

I, [EMPLOYEE], hereby authorise [FORMER EMPLOYER] to release any and all references and records related to my past employment and work history to [PROSPECTIVE EMPLOYER]. I release and forever discharge the above-named former employer and prospective employer of any and all claims related to this Employee Reference Request Release and any related exchange of records or other communications related to my past employment.

Date Social Security Number

Signature Printed Name

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(s) for Leaving: | | | |
|  | | | |
|  | | | |
| Is this Individual Eligible for Rehire? [Yes] [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: |