

Sample

AUTHORIZATION TO RELEASE INFORMATION

I HEREBY AUTHORIZE _____ (insert name of potential employer) TO MAKE ANY INVESTIGATIONS OF MY PRIOR EMPLOYMENT OR EDUCATIONAL HISTORY. THIS INFORMATION WILL ASSIST THEM IN THEIR ASSESSMENT OF MY QUALIFICATIONS.

I HEREBY AUTHORIZE MY PRESENT AND PAST EMPLOYERS AND SCHOOLS THAT I HAVE ATTENDED TO RELEASE ANY EMPLOYMENT INFORMATION (INCLUDING ATTENDANCE RECORDS, PERFORMANCE EVALUATIONS, ETC), REFERENCES, ACADEMIC RECORDS (INCLUDING TRANSCRIPTS, CREDENTIAL, ETC.) AND ANY OTHER CONFIDENTIAL INFORMATION THAT _____(INSERT NAME OF POTENTIAL EMPLOYER) MAY REQUEST.

I HEREBY WAIVE ANY RIGHT I MAY HAVE TO REVIEW THE INFORMATION COLLECTED THROUGH THE ABOVE AUTHORIZATION.

I HAVE CAREFULLY READ AND REVIEWED ALL THE PROVISIONS ABOVE AND HAVE VOLUNTARILY AGREED TO SIGN THIS AUTHORIZATION.

DATE: _____

(SIGNATURE OF CANDIDATE)

(PRINTED NAME OF CANDIDATE)