



TO: Supervisor/Human Resources

DATE: _____

SUBJECT: Candidate Authorization for Reference Release

I hereby authorize release of the following information regarding my employment.

This information will pertain to, but not be limited to:

Dates of Employment	Salary
Position	Performance
Attendance	Eligibility for Rehire

I authorize Heartly House, Inc to conduct reference checks, criminal and driving records checks, and other consumer report investigations. I authorize the U.S. government, state government or agencies, prior employers, schools, companies, persons or legal entities to give any information regarding my employment, separation or discharge or my physical condition together with any information the above-named parties may have regarding whether or not it is in their records. I further hereby release all parties from any and all liabilities for issuing this information.

In order to obtain this information please provide your date of birth _____

And your social security number _____

Applicant's Signature

Date

