

**EMPLOYEE AUTHORIZATION FOR
REFERENCE CHECKS**

DALLAS SCHOOL DISTRICT #2
Dallas, Oregon 97338

Employees who leave our employment or considering leaving our employment, have the option of authorizing the release of general or limited information to prospective employers. Please read this form carefully and indicate your preference.

If you **do not** authorize release of information **or** fail to submit a signed form authorizing release to the office, we will generally release only information regarding the job position(s) you held and dates of employment. Prospective employers may be advised of the option you have selected.

I do [] do not [] authorize Dallas School District No. 2 to release information to prospective employers (including anyone claiming to be a prospective employer) regarding my employment. This release of information covers my employment record in general, including, but not limited to, information on the following questions:

1. *Dates of employment;*
2. *Position(s) held;*
3. *The quality and quantity of my work;*
4. *My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences);*
5. *My relationship with co-workers, supervisors and managers;*
6. *My attitude toward work (cooperative? positive? etc.);*
7. *Reason for leaving and eligibility for rehire (would the employer rehire if they had the opportunity?);*
8. *Strong and weak points;*
9. *Willingness to comply with policies and standards;*
10. *Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior;*
11. *Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.*

I hereby release and agree to hold harmless Dallas School District No. 2, its directors, officers, agents and employees, from any and all claims, liabilities, damages and demands, of whatever form or nature, arising out of or relating to the release of such information to a prospective employer, in good faith reliance upon the authorization set forth herein.

Irrespective of the above, Dallas School District No. 2 reserves the right to share information with prospective employers regarding whether any former employee has traits, behaviors or propensities that could make his/her employment in the particular position(s) sought unsafe for others or present a security risk.

Print Name

Signature

Date

