

**REFERENCES:**

1.	_____	_____	_____
	Company Name	Reference Name	Relationship
	_____	_____	
	Phone Number	Email Address	
2.	_____	_____	_____
	Company Name	Reference Name	Relationship
	_____	_____	
	Phone Number	Email Address	
3.	_____	_____	_____
	Company Name	Reference Name	Relationship
	_____	_____	
	Phone Number	Email Address	
4.	_____	_____	_____
	Company Name	Reference Name	Relationship
	_____	_____	
	Phone Number	Email Address	
5.	_____	_____	_____
	Company Name	Reference Name	Relationship
	_____	_____	
	Phone Number	Email Address	
6.	_____	_____	_____
	Company Name	Reference Name	Relationship
	_____	_____	
	Phone Number	Email Address	

**ACKNOWLEDGMENT:**

I hereby authorize [*Name of Company*] (the "Company") or any designated officer, employee, agent, or representative to confer with the above-named references. I understand that the Company may ask my references questions about my educational background, work experience, achievements, wage history, performance, attendance, and reason for separation from former employment. I expressly authorize my references to answer such questions.

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I understand that any information provided by my references will be used solely for the purpose of determining my acceptability for employment with the Company.

I release all of the above-named references from any claim of liability or damages, including, but not limited to, claims for defamation, interference with contract, and negligence—which may arise or result from any truthful reference information provided by a reference pursuant to this authorization.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**EMPLOYER NOTES:**

Be sure to obtain written authorization from a candidate prior to conducting any reference checks.

As a general rule, information obtained and requested through the pre-employment process should be limited to that which is essential for determining if a person is qualified for the job. Federal law (as well as the law of most states) prohibits discrimination based upon race, sex, religion, color, national origin, age, disability, and other factors. Be sure to treat candidates equally and avoid any questions which may be construed as discriminatory.

Considering potential liability issues, it is common for a former employer to provide a neutral reference in which the employer merely affirms that the employee worked for the employer during certain dates and held a specific position.

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