**Release for Employment Reference Checks, LMC Model Form**

*Helpful background information on this model may be found in the* [*Hiring Chapter*](https://www.lmc.org/resources/hr-reference-manual-chapter-2-hiring/) *of the Human Resources Reference Manual.*

**RELEASE AUTHORIZATION**

I, (please print name) \_\_\_\_\_\_\_, hereby authorize investigation of any information contained in the Application for Employment and/or supplemental materials I have submitted in consideration for the position of \_\_\_\_\_\_\_, as may be needed to arrive at an employment decision. I authorize any or all education institutions and prior employers listed in the application for Employment to provide information they may have concerning me as it may relate to consideration of my application for this position. I understand the city will be contacting both individuals suggested by me and others whom I may not have suggested. I release those parties from any and all liability or claims for damage that may result from such.

This release supersedes any agreement I may have previously made to the contrary with any such person, school, employer, or organization.

A photocopy or facsimile of this signed release shall have the same force and effect as the original release signed by me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date