AUTHORIZATION
TO OBTAIN EMPLOYMENT AND REFERENCE INFORMATION
AND/OR REVIEW PERSONNEL FILE OF EMPLOYMENT APPLICANT

Name of Applicant: _____

Social Security Number (current civil service employees only): _____

I hereby authorize: _____
Name of department staff or agent(s) performing the review

1. To conduct an employment reference by asking my former employer(s) and/or educators about my ability to perform my duties, interact with coworkers, management and the public, and any other aspect of my past or current employment.

2. To verify information I have provided in my employment interview or on my job application; and;

3. To examine, inspect and/or copy any records reflecting my employment history, including records of my education, personnel history, supervisory or organizational files relating to my application for employment.

In signing below, I understand that the documents to be reviewed will contain information regarding my education and employment history and may include such items as payroll records, employment history, prior performance evaluations, attendance records, commendations, disciplinary actions, corrective actions, grievances or appeals and other material relating to my employment.

A photocopy of this authorization shall be as valid as the original.

Any information obtained through this authorization shall be kept confidential by the department performing this reference.

This authorization is valid for 90 calendar days from the date of signature.

_____ _____
Applicant's Signature Date

_____ _____
Signature of Individual(s) obtaining and reviewing information Date

PRIVACY STATEMENT

This information is requested by the State of California. The Information Practices Act of 1977 (California Civil Code Section 1798.17) and the Federal Privacy Act (5 USC 552a, sub-division (e)(3); require this notice be provided when collecting personal information from individuals. Information requested on this form, which includes the social security number is needed by human resource staff to identify applicants accurately. Furnishing the requested information on this form is mandatory. Failure to provide this information will prevent the hiring division/unit from obtaining crucial information needed during the hiring process, and will affect the potential employee's chances for hire.