

SAMPLE

**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 have applied for a position as a _____ with the Department of _____. As part of the employment selection process, I hereby authorize a representative of the department to:

1. Conduct an employment reference check by asking references I identified, my former employer(s), coworkers 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. Verify information I have provided in my employment interview or on my job application;
3. Examine, inspect and/or copy any records reflecting my employment history, including records of my education, personnel history, supervisory, official personnel folder or organizational files relating to my application for employment; and;
4. Any and all other information requested regarding my current or previous work.

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, health records, 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, subdivision (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.

Purpose

To protect prospective employer's when attempting to gain information in order to make their decision to hire prospective employee.

Verification of Past Employers' Rights when Providing Reference

I, _____, understand that former employers, coworkers, and/or educators are protected when providing a reference for my future employment, and thus I have no basis for suit unless the statement is defamatory.

When providing a reference for an individual:

1. Pursuant to California Civil Code section 47 the communication is qualifiedly privileged and thus a lawsuit is improper, absent a showing of malice;
2. An employer, coworker and/or educator has no duty upon an individual to recommend anyone for employment; and;
3. An employer, coworker and/or educator may properly respond to an inquiry from a potential employer concerning an individual's fitness for employment.

In signing below, I understand the rights any employer, coworker and/or educator has when providing a reference for my ability to work.

Name of Applicant: _____

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

I hereby authorize any employer, coworker and/or educator to provide a reference based on their knowledge of my ability to perform work.

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, subdivision (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.**

Purpose

To provide employers, coworker and/or educators of their rights when providing information to prospective employers of an individual's ability to work. This information is protected under California Civil Code section 47 as qualifiedly privileged. However, any information given with malice will not be protected. An employer has no duty to give information at any time.