

# Authorization to Release Employment Information Form

## Sample

The **Authorization to Release Employment Information Form Sample** is a crucial document that enables employers to share an employee's job history and performance details securely. This form ensures confidentiality while facilitating background checks or verification processes. Using a standardized template simplifies obtaining consent and protects both parties involved.

### Authorization to Release Employment Information

I, , hereby authorize  to release my employment information to:

Recipient/Organization:

The information to be released may include:

- ☐ Dates of Employment
- ☐ Position(s) Held
- ☐ Job Performance
- ☐ Salary History
- ☐ Eligibility for Rehire
- ☐ Other:

I understand that this information will be used for the purpose of  and that my consent is voluntary.

This authorization is valid for  from the date of my signature.

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

Date:

Employee Contact Information:

Phone:

Email: