**Background Check: Reference Release Authorization- Post Employment**

(Include in termination package or obtain during exit interview.)

Date:

To: Human Resources

I hereby authorize {Company/Organization} to release the following information regarding my employment with {Company/Organization}.

\_\_\_ Dates of Employment

\_\_\_ Position

\_\_\_ Attendance

\_\_\_ Salary

\_\_\_ Performance

\_\_\_ Eligibility for Rehire

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

Employee

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

Printed Name of Employee