**AUTHORIZATION AND RELEASE**

EMPLOYER: \_\_

EMPLOYER ADDRESS: \_\_

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

EMPLOYEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE SSN:

­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee) hereby authorizes the above listed employer and his, her, or its successors, assigns, owners, members, partners, directors, managers, officers, employees, and agents (collectively, “Employer”) to release, in response to any request for an employment reference, rental, or loan application from the following (select one):

🞎 all inquiring parties, or

🞎 the following designated third parties:

the following information regarding Employee’s employment with Employer (select all that apply):

🞎 Verification that the Employee was an employee and the dates of employment;

🞎 Employee’s title and job responsibilities;

🞎 Employee’s history of promotions, demotions, and pay increases/decreases

🞎 Employee’s initial, interim, and final pay rate or salary and benefits

🞎 Employer’s evaluation of Employee’s job performance

🞎 Employer’s response to specific requests for information

🞎 A copy of all information in Employee’s file

🞎 All of the above

In consideration of Employer’s cooperation with these matters without compensation (except reimbursement for copies and postage, as applicable), Employee irrevocably releases and agrees to indemnify and hold harmless Employer from and against all claims and causes of action related to the provision of the above designated information to the third parties designated above.

Employee authorizes Employer to disclose the existence of, or a copy of, this Authorization and Release to interested third parties in its sole discretion. Employee must be notified of the disclosure and the parties who received the disclosure form.

This Authorization and Release may be revoked in part or in whole by the Employee and is effective upon actual receipt by Employer of the written notice from Employee of the revocation. The revocation shall not be operable with regard to any information provided by the Employer to third parties prior to the receipt of the revocation.

A photocopy or facsimile of this Authorization and Release, or a revocation thereof, shall have the same force and effect as the original document.

This Authorization and Release shall be interpreted in accordance with California law, and all claims and causes of action related hereto shall be brought only in the courts of competent jurisdiction in County, California.

EMPLOYEE:

Sign:

Print Name:

Date Signed:

Sign to Revoke:

Print Name:

Date Revoked:

Revocation is Not Effective Until Notice is Received by Employer