

[Company Name]
Employment Reference Release

I acknowledge that I have been informed that it's [Company Name] general policy to disclose in response to a prospective employer's request the following information about current or former employees:

1. The dates of employment
2. Descriptions of the jobs performed
3. Salary or wage rates

By signing this release, I'm voluntarily requesting that [Company Name] depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize [Company Name] to disclose to such prospective employers any employment-related information that [Company Name], in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations or assessments that [Company Name] may have about my performance or behavior as an employee.

In exchange for [Company Name]'s agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge [Company Name] and [Company Name]'s successors, employees, officers and directors for all claims, liabilities and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to [Company Name]'s disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence or interference with contract or profession.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between [Company Name] and me, and I acknowledge that I haven't relied upon any representative or statement, written or oral, not set forth in this document.

Signature (Prospective New Employee)

Date