

EMPLOYEE REFERENCE CHECK AUTHORIZATION AND RELEASE

I, _____, authorize California State University San Marcos and its agents to provide an employment reference to:

1. _____
2. _____
3. _____

OR _____ any employer checking my reference.
(Initial)

I authorize CSU San Marcos and its agents to provide all information concerning my employment at CSU San Marcos and any pertinent information regarding my work performance, whether such information is favorable or unfavorable to me. I hereby, fully release CSU San Marcos and its agents from all liability with respect to furnishing such information and waive any claims I may have against CSU San Marcos and its agents with respect to the release of such information.

I acknowledge that I have read this authorization and release, fully understand it and voluntarily agree to its provisions. I also understand that without this signed authorization and release, reference checks from outside of CSU San Marcos will be limited to confirmation of my hire and separation date (if appropriate), my job title and duties.

Print Name

Signature

Date

Job Title/Department

This authorization and Release may be submitted to the employee's supervisor who may maintain a copy. The original must be submitted to Human Resources Management for placement in the employee's personnel file.