

Reference Check Release & Consent Form

REFERENCE CHECK RELEASE & CONSENT FORM

Candidate information

- ****Full name:**** [CANDIDATE NAME]
- ****Phone:**** [PHONE]
- ****Email:**** [EMAIL]
- ****Position applied for:**** [JOB TITLE]

Authorization

I, [CANDIDATE NAME], authorize [COMPANY NAME] ("Company") and its agents to contact the references I have provided, as well as former employers, educational institutions, and other sources, to verify information related to my application for employment, including job performance, attendance, responsibilities, and eligibility for rehire.

I release the Company, its employees and agents, and all persons and organizations providing information in good faith from any liability arising from this reference-check process, to the fullest extent permitted by law.

Background screening disclosure (if applicable)

[IF THE COMPANY RUNS CONSUMER-REPORT BACKGROUND CHECKS: The Company may obtain a consumer report and/or investigative consumer report for employment purposes, in compliance with the Fair Credit Reporting Act (FCRA) and applicable state law. A standalone FCRA disclosure and authorization will be provided separately. DELETE THIS SECTION IF NOT APPLICABLE.]

References provided

1. Name: _____ Relationship: _____ Phone/Email: _____

2. Name: _____ Relationship: _____ Phone/Email: _____

3. Name: _____ Relationship: _____ Phone/Email: _____

I certify that the information I have provided is true and complete. I understand that false statements may disqualify me from employment or result in termination if discovered later.

Candidate signature: _____ Date: _____

For HR use only — Received by: _____ Date: _____ References checked: [] 1 [] 2 [] 3

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/reference-check-consent>).