

Holden R-III School District Employee Reference Authorization Form

Statement to inform:

“The Holden School District has a policy in place, Board Policy GBLB, regarding employee references. A copy of this policy may be found on our district website at www.holdenschools.org”

Employee Name: _____ Date of Hire: _____

Last Position Held: _____

Reason for Reference: _____

My signature and designated checked box listed below authorizes the Holden R-III School District to provide my information to prospective employers.

Signature: _____ Date: _____

(Check box for additional authorization)

<p>District approved information for release without authorization:</p> <ul style="list-style-type: none"> <input type="radio"/> Name <input type="radio"/> Position <input type="radio"/> Salary <input type="radio"/> Length of Service 	<p><input type="checkbox"/> Authorized by employee</p> <p>Additional information:</p> <ul style="list-style-type: none"> <input type="radio"/> Name <input type="radio"/> Position <input type="radio"/> Salary <input type="radio"/> Length of Service <input type="radio"/> Description of job duties <input type="radio"/> Additional district-sponsored activities/duties <input type="radio"/> Honors and awards <input type="radio"/> Documented, factual information on work performance <input type="radio"/> Whether employee resigned or was non-renewed/terminated <input type="radio"/> Yes or no response to whether district would reemploy
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Turn completed form into supervisor