

**CONFIDENTIAL
EMPLOYMENT INFORMATION
AUTHORIZATION AND RELEASE**

The undersigned, _____, hereinafter “Prospective Employee”) hereby authorizes any former employer to provide information about his or her employment to Community Unit School District 200, 130 West Park Avenue, Wheaton, Illinois 60187, a prospective employer (hereinafter District), who may make such an informational request. Information to be appropriately released may include:

- positions held
- performance evaluations
- professional assessment of strengths, skills, abilities
- attendance record
- criminal record
- reason(s) for leaving employment
- other information pertinent to the position applied for.

Any information acquired by the District under this authorization shall be for their confidential use only, and shall not be communicated in any way to other employers, agencies, educational institutions or any other business or organization requesting such information for any purpose. Furthermore, the District shall use the information acquired under this authorization solely to determine the applicant’s fitness for the position applied for or to verify credentials claimed and/or other information supplied by the applicant.

The undersigned Prospective Employee, to the extent permitted by law, hereby releases the former employer from any and all liability resulting from the release of the aforesaid information to the District. This Release covers all injuries, damages, and claims whether known or not and which may hereafter appear or develop, arising from the providing of such information as authorized above. Specifically, the undersigned agrees to release and hold harmless the former employer, its agents or employees from any and all claims resulting from or due to the release of the requested information arising under: State Civil Rights Statutes; breach of contract; interference with contractual relations; unintentional misrepresentation; defamation; any violation of a State or the Federal constitution; invasion of privacy; or any federal or state violation or cause of action including the undersigned’s individual employment contract and/or applicable collective bargaining agreement, whether currently in effect or previously in effect.

PROSPECTIVE EMPLOYEE’S SIGNATURE

DATE

WITNESS’S SIGNATURE

DATE

WITNESS’S NAME (PRINTED AND POSITION/TITLE)