



## Reference Check Release Form for Current Or Most Recent Employer

**Directions:** Please complete, sign, and date the form below.

**Applicant's Name:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Directions:** Please provide the name and other requested information of your supervisor at your current or most recent employer. If your reference has retired or since moved onto another company, please indicate so and provide the person's most current known contact information.

**Reference Name:** \_\_\_\_\_

**Reference Title:** \_\_\_\_\_

**Reference Company Name:** \_\_\_\_\_

**Reference Company Address:** \_\_\_\_\_

**Reference Email Address:** \_\_\_\_\_

**Reference Telephone Number:** \_\_\_\_\_

***If you would prefer that New York University wait to contact your current or most recent employer until after you have received a conditional offer of employment, please check the following box:***

**Certification**

*I authorize New York University to contact my current or most recent employer, [insert company name below],*

*including the reference identified above, concerning my employment, work performance, reputation, and/or character. I further authorize my current or most recent employer to respond to any oral or written inquiries from New York University concerning my employment, work performance, reputation, and/or character.*

*I hereby release New York University, my current or most recent employer, the reference identified above, and any agents thereof from any liability or damages incurred in connection with the request for or provision of the information sought herein.*

Applicant's Signature

Date