



Employee Information Release for References

Guidelines

1. Employees may want certain information released to potential employers by their current or former employer. This is a waiver which may be filled out by terminating employees authorizing agents of Stanford University to release reference information.
2. This waiver must be completed, signed, and sent to the Employee Relations Office of the Human Resources Department, M.S. 11, to authorize agents of Stanford University to release reference information.

Employee Information

Name: _____ ID #: _____

Former Department: _____ Former or Current Supervisor Name: _____

Former or Current Supervisor Phone: _____ Former or Current Supervisor Mail Stop: _____

Release for References

I hereby authorize Stanford University, its schools, departments, divisions, and agents to provide reference information concerning my employment to any entity that identifies itself as a prospective or then-current employer of mine in the format requested by that entity.

I hereby release from any and all liability Stanford University and its representatives who provide such information from all claims, demands, or liability for any damage arising out of or based on defamation, libel, slander, interference with prospective or current business relationships, invasion of privacy, discrimination and retaliation.

CAUTION: THIS IS A RELEASE. READ BEFORE SIGNING.

Signature of Employee or Former Employee Date

Signature of Witness Date

For Human Resources Use Only

Date HR Received: _____ Date Supervisor Received: _____