

RELEASE FOR REFERENCE CHECKING

“We want you to know that reference checking is an important part of our hiring process. In addition to contacting the persons you furnished us as references on your Civil Service Application or resume, we may also contact other business associates, acquaintances and friends. We ask all references a series of questions about work experience, character, personal habits, educational background and personality. In some cases we ask an outside firm to check references.”

“I voluntarily consent to allow the Division of Administration or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character and personality.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date