

GENERAL REFERENCE POLICY

It is the policy of this school district to respond only to written requests for reference information, when a current or former employee has applied for another job. The information which may be released includes the employee name, job title, salary and dates of employment.

This policy applies to current or former employees and should not reflect either negatively or positively on a specific employee. If an employee would like additional work-related information released, they need to sign the release of information form. Employees are in no way required to sign the following release.

RELEASE OF REFERENCE INFORMATION

West Central School District, South Dakota

I hereby authorize the West Central School District to release additional reference information regarding my employment with the West Central School District, South Dakota.

Furthermore, I hereby release and agree to hold harmless the West Central School District, South Dakota, for claim or injury I may suffer as a result of the release of such employment-related reference information.

Employee Signature, Date

If you sign this release form, return to:

West Central School District
Human Resources Coordinator
PO Box 730
Hartford, SD 57033

This will be placed in your personnel file.

Adopted 02/08/93
Revised 4/08

WEST CENTRAL SCHOOL DISTRICT