

Reference Release Form

All of our clients require business references to be checked and credentials, education, and other information to be validated as part of either their pre- interview or pre-hire “due diligence.” In preparation for this stage of the interview process, please read, complete, sign, and remit via facsimile (330/499-8839) or e-mail to bbarnhart@staffing.net this Reference Release Form (RRF), which will allow us to check, verify, and convey reference and related information to our clients when necessary.

If you are presently working, we expect you cannot use your current manager as a reference. Managers, peers, subordinates, customers, and vendors from your previous employers are acceptable, as our clients desire viewpoints from several employment experiences, both past and present. Whomever you list should be someone you can trust to maintain confidentiality, as we do not wish to in any way jeopardize your current employment. Please be assured that we are committed not to discriminate in our efforts with regard to race, religion, color, sex, age, disability, or national origin in accordance with Federal Equal Opportunity Employment Standards.

Release / Disclosure Statement

I certify the information provided by me is accurate and true to the best of my knowledge. I hereby authorize Executive Directions & Pinnacle International to contact references, verify employment information, conduct a background check, and report the results to their clients, utilizing the information provided. I agree that the references, Executive Directions / Pinnacle International, and their clients, shall be indemnified and held harmless by me should any of the sources listed herein by me provide inaccurate or incomplete information.

Signature: _____ Date: _____

Name:		Citizenship:	
Address:			
City, State, Zip:			
Work Phone:		Home Phone:	Mobile:
Personal e-mail:		Business e-mail:	
Driver's License # For DMV Check:			

MANAGER / SUPERVISOR REFERENCE (usually a former Manager / Supervisor)

Name	Title	Company	Phone	Email

PEER REFERENCES (a current or former Co-worker)

Name	Title	Company	Phone	Email

SUBORDINATE REFERENCES (someone you trained, groomed, or supervised)

Name	Title	Company	Phone	Email

CUSTOMER/VENDOR REFERENCES (key customers you called on or vendor relationships)

Name	Title	Company	Phone	Email

VENDOR / SUPPLIER REFERENCES (key customers you called on or vendor relationships)

Name	Title	Company	Phone	Email

***Note:** This information & release form must be completed in all areas and be signed or it will not be accepted.