

**[PLEASE PRINT ON YOUR TEAM/SCHOOL LETTERHEAD]**  
**PREVIOUS EMPLOYER BACKGROUND INFORMATION RELEASE**

\_\_\_\_\_  
(Name and address of previous employer)  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_  
(Name of former employee)  
  
\_\_\_\_\_  
(Previous name of former employee, if applicable)  
  
\_\_\_\_\_  
(Social Security number)  
  
\_\_\_\_\_  
(Date of birth)

Dear Employer:

\_\_\_\_\_ has identified you as a former employer of that person. Our procedure requires that we obtain background information from you as a previous employer to determine whether or not your former employee was ever the subject of disciplinary action or investigation arising from an allegation that he or she engaged in physical abuse, sexual abuse, sexual exploitation or sexual harassment. This would include possible sexual misconduct involving a minor, a vulnerable adult, or other person who sought services or assistance. Such occurrences would include and involve past or present employees of your company or members of the public/clients/customers.

Set forth below is an Authorization for Release of Information by your former employee and a Response By Previous Employer form to be completed. Your cooperation is appreciated. An addressed, stamped envelope is provided for your response.

Thank you.

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**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, hereby authorize the above-named employer to release information for the purpose of evaluation of my application for or continuing employment. I agree not to make any claim against my previous employer and I agree to hold my previous employer harmless from any action as a result of any information supplied in connection with this request.

Dated: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

**RESPONSE BY PREVIOUS EMPLOYER**

We, as a previous employer of the above-named employee, respond that while employed by us, the former employee

\_\_\_\_\_ was \_\_\_\_\_ (please check one)  
\_\_\_\_\_ was not

the subject of a disciplinary action or investigation arising from the occurrence of physical abuse, sexual abuse, sexual exploitation, or sexual harassment.

Dated: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name, Title (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company or Agency

If we have checked "was", we are able to provide the following further information: