

**Pleasant Ridge Union School District
Personnel Services**

Authorization to Acquire Information from References

It is the policy of the Pleasant Ridge Union School District ("District") to conduct background checks for all candidates for employment. This background investigation will be conducted so that the District can verify it will be employing an individual who is not only capable of carrying out the essential functions of this position, but an individual who has proven him/herself capable of working with young persons and with a minimum of direct supervision.

Reference checking is generally conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Occasionally, the District conducts reference checks prior to inviting the candidates to participate in an interview.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with the Pleasant Ridge Union School District, I authorize my current and past employers and work associates, including, but not limited to, supervisors, colleagues, and subordinates to release to the Pleasant Ridge Union School District any reference information in my personnel records or file (including, but not limited to, applications for employment, sick leave records, performance evaluations), academic records (including, but not limited to, transcripts, certificates, credentials), work-related credit and financial records. Additionally, the Pleasant Ridge Union School District may also obtain information related to my work-related personal characteristics (including, but not limited to, my dependability, honesty, integrity, ability to work under pressure, and interpersonal skills) and all work-related information about me which may otherwise be of a privileged or derogative nature (including, but not limited to, employment information, official employment documents, and employment performance data.)

Labor Code sections 1798.38 and 1198.5, as well as Government Codes section 31011, provide that an applicant is entitled to review information obtained in confidence regarding the applicant's suitability, eligibility or qualifications for employment, save and except letter of recommendation. I also understand that under the Family Education Rights and Privacy Act, I have a right to see most education records that are maintained by any educational institution. Notwithstanding these statutory provisions, I expressly and without reservation waive my right to review information collected in the background check.

I further understand that prior employers may be unwilling to reveal factual written references concerning my past employment unless they may do so confidentially and that the School District will not further consider my application if it cannot complete its background investigation.

The District will honor my right to privacy and maintain reference information in strictest confidence and solely for the purposes of evaluating my qualifications for the position. Information obtained during the background check will not be provided to anyone outside the selection process.

A photocopy of facsimile ("fax") of this signed authorization is to be considered as valid as an original.

In executing this authorization, I fully and completely release and hold harmless all present and past employers and their officers, agents, assigns and employees, the District and its officers, agents, assigns, and employees, and all other persons and entities from liability for any damage, including, to the full extent allowed by law, liability under the State and Federal Constitutions, California Civil Code sections 45 and 46, and California Labor Code section 1054, or any similar laws of the states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.

I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to and signed this authorization. I have received a copy of this authorization and understand that I may revoke it at any time by delivery of written notice to the District.

This Release expires 30 days from the date of my signature.

Candidate's Printed Name

Other Last Names You Have Used (if any)

Candidate's Signature

Date