

City of Mountain Home Authorization to Release Employment Information

Company Name _____

Address _____

City, State, Zip _____

INSTRUCTIONS TO APPLICANT:

Complete one form for each current and each former employer. Return completed form(s) with the application. Personnel Department must mail form(s) to your current / former employer(s).

APPLICANT COMPLETES THIS SECTION – CONSENT TO RELEASE INFORMATION

I, (print name) _____ SSN _____ have applied for the position of _____ with the City of Mountain Home. I hereby give consent to any and all current or former employers of mine to provide information with regard to my employment with them to the City of Mountain Home as requested below. This consent is valid for a period of six (6) months from the date signed. A copy of this consent and release shall serve as an original. My records with the employer listed above are in the name of: _____.

Applicant signature _____ Date signed _____

Witness to Applicant's signature (print name) _____

Witness Signature & Date _____

CURRENT / PREVIOUS EMPLOYER PLEASE READ: The above consent and release complies with §11-3-204 of the Arkansas Code, a law that provides current and former employers with protection for providing the following job information about current or former employees to prospective employers. The above applicant for employment with the City of Mountain Home indicates you are a current or former employer. Please complete the right column below, indicating whether or not your record agrees with the responses made by the applicant in the left column and provide reasons/comments regarding any differences. Please return your written response via fax to 870-425-9290 or in the enclosed self-return envelope.

APPLICANT COMPLETES THIS SIDE:

1. Employed from (Mo/Yr) _____ to (Mo/Yr) _____

2. Job Title(s) AND essential duties: _____

3. My last written performance evaluation, with this employer, states that my job performance, conduct, character and suitability were:
_____ Excellent _____ Satisfactory _____ Unsatisfactory

4. My attendance and punctuality were satisfactory.
_____ Yes _____ No If "No" give details: _____

5. Results of drug and/or alcohol tests administered in the last year.
_____ No tests taken _____ Negative _____ Positive
Positive for: _____

6. Made threats of violence, harassing acts or threatening behavior related in any way to the workplace or directed at another employee?
_____ No If "yes" give details _____

7. Reason for separation: ___ still employed ___ retired ___ Laid off
(give reason) ___ resigned (give reason) ___ terminated (give reason)

8. I am eligible for rehire with this employer. _____ Yes _____ No

EMPLOYER COMPLETES THIS SIDE:

No Record on the above person

Records in storage or unavailable

Do your records agree with applicant's responses?

1. _____ Yes If "No" give correct dates _____

2. _____ Yes If "No" give correct title(s)/duties _____

3. _____ Yes If "No" give reasons _____

4. _____ Yes If "No" give reasons _____

5. _____ Yes If "No" give facts _____

6. _____ Yes If "No" give details _____

7. _____ Yes If "No" give details _____

8. _____ Yes If "No" give reason _____

Employer/Supervisor providing information (print name) _____ Phone _____

Signature _____ Title _____