



## Memorandum

From: Human Resources

Subject: Information Release

It is the policy of Jackson Community College that Human Resources is the only office authorized to provide official employment references unless the employee/former employee has a signed waiver on file. Without this waiver the only information that will be provided is:

- Employment Status
- Positions Held
- Dates of Employment
- Rate of compensation for the most recent position held

If you wish to have information beyond the above provided to potential employers, please sign, date and return the form below to Human Resources.

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### INFORMATION RELEASE

I hereby authorize Jackson Community College to release information relative to my employment and job performance at the College to prospective employers who inquire about such information. Jackson Community College shall be held harmless for action taken by others as a result of the information released.

The release shall remain in effect until such time as it is canceled by me, in writing.

\_\_\_\_\_  
Signature  
Employee/Former Employee

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date