

## Employee Authorization for Reference Release

Oklahoma State University under Policy #3-0712, Personnel Records Management Systems (PRMS), will provide employment verifications to businesses seeking information on current and former employees. This information will pertain only to the person's dates of employment, position title, and full or part-time status. Other information regarding employment will be provided when otherwise legally required (i.e. Oklahoma Open Records Act, subpoena, etc.) or as authorized below.

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I hereby authorize Oklahoma State University to release the following factual information regarding my employment to any prospective employers:

- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Salary
- \_\_\_\_\_ Performance
- \_\_\_\_\_ Eligibility for Rehire

I agree to hold Oklahoma State University, its agents and employees, harmless from any and all claims and liabilities associated with this release of reference information.

EMPLOYEE SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

DATE: \_\_\_\_\_