



REFERENCE CHECK AUTHORIZATION

I, _____, give the Planning & Building Department permission to check the references that I am providing below, in order to obtain any information needed to assess my qualifications and suitability for employment. I hereby release the Planning & Building Department from any liability or damage that may result from obtaining information. I specifically authorize each of the references that I have listed to provide all requested information to the Planning & Building Department, and I release any and all such references from liability for providing information requested by the Planning & Building Department.

Signature: _____ Date: _____

Important Note: Your professional references should include your 2 most recent managers/supervisors, **unless** you check the box below indicating that you do not wish for us to contact your present manager/supervisor.

May we contact your present manager/supervisor? Yes No

Professional References:

Manager's/Supervisor's Name	Company/Organization	Telephone Number

AND/OR

Please contact the references I provided on my application Yes No

****Please have this form completed and ready to submit at your scheduled interview****