

Sample reference authorization letter for use with job candidates

I, _____, authorize (*name of organization*) to contact my references to investigate my past employment and professional activities. I also agree to release from liability all persons and companies providing this information.

I understand and acknowledge that **any** offer of employment is conditional upon (*name of organization*) being completely satisfied with the information provided as a result of this reference check.

Applicant name

Applicant signature

Date