



Request for Employment Reference

The undersigned employee (or former employee) has been advised that it is the general policy and practice of *Antioch University New England* to release, upon proper request of a prospective employer, only the following information concerning a current or former employee of the graduate school:

1. Dates of employment with *Antioch University New England*
2. Positions held
3. Final salary or wage rate (only if authorized by signed release)

It is my voluntary request that *Antioch University New England* depart from this general policy. I request and authorize *Antioch New England* to provide (upon request of any prospective employer which may be considering me for employment) any information concerning my employment with *Antioch New England*, and any comment, evaluation or assessment of my performance or behavior as an employee of *Antioch New England*, which *Antioch New England*, in its sole judgment and discretion, determines is appropriate.

In exchange for *Antioch New England* agreeing to make such an employment reference available, I hereby agree to release the graduate school from any and all causes of action arising out of the issuance of an employment reference or release of information to prospective employers concerning my employment.*

I understand that *Antioch New England* is not requiring or suggesting that I sign this request. This request is a voluntary choice by me, made by me without coercion or duress by any person. I understand that I have the right to consult with an attorney or any individual I choose before signing this document, and I have had a full and adequate opportunity to obtain such advice or assistance as I desire.

Signature

Date

*including, but not limited to, claims of defamation, libel, slander, negligence, infliction of emotional distress, interference with contract or profession, and any federal, state or local law or ordinance.

I decline to authorize a full release of information concerning my employment. Please release only the general policy information described in the first paragraph of the above *Request for Employment Reference*.

Signature

Date