



EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

Employees who leave our employment or are considering leaving our employment have the option of authorizing the release of general or limited information to prospective employers. Please read this form carefully and indicate your preference.

If you **do not** authorize release of information **or** fail to submit a signed form authorizing release to the City Manager's Office, we will generally release only information regarding the job positions(s) you held and dates of employment. Prospective employers may be advised of the option you have selected.

I **do** **do not** authorize _____ **[Name of employer]** to release information to prospective employers (including anyone claiming to be a prospective employer), regarding my employment. This release of information covers my employment record in general, including information of the following questions:

1. Dates of employment;
2. Position(s) held;
3. The quality and quantity of my work;
4. My attendance habits (excluding workers' compensation, pregnancy, disability and protected absences);
5. My relationship with co-workers and supervisors;
6. My attitude toward work (cooperative? positive? etc.);
7. Reason for leaving and eligibility for rehire;
8. Strong and weak points;
9. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.
10. My personnel file / contents

Irrespective of the above, _____ *[Name of employer]* reserves the right to share information with prospective employers regarding whether any former employee has traits, behaviors, or propensities that could make his/her employment in the particular position(s) sought unsafe for others or present a security risk.

Print Name

Date

Signature

**ACTIONS AGAINST FORMER
EMPLOYER FOR DISCLOSURE
OF INFORMATION**

30.178 Liability of employer for disclosing information about employee to new employer. An employer who discloses information about a former employee's job performance to a prospective employer of the former employee upon request of the prospective employer or of the former employee is presumed to be acting in good faith and, unless lack of good faith is shown by a preponderance of the evidence, is immune from civil liability for such disclosure or its consequences. For purposes of this section, the presumption of good faith is rebutted upon a showing that the information disclosed by the employer was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS Chapter 659.

An action for defamation may not be maintained against an employer by an employee who is terminated by the employer based on a claim that in seeking subsequent employment for former employee will be forced to reveal the reasons given by the employer for the termination.