



Reference Checking Consent and Authorization Form

Candidate's full name: _____

Position applied for: _____

I, the undersigned, authorize and consent Brandon University, or any Agent acting on its behalf, to make inquiries, collect and use personal information concerning my current and past employment for the purpose of assessing my application for employment with Brandon University.

I understand that if I am successful, this information will be retained in my personnel file within the Human Resources Office and disposed of according to the policy on personnel file retention and disposal. If I am unsuccessful, it will be destroyed in accordance with the University's policies.

I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor and character, rehire potential, dates of employment, salary and employment history. By providing such authorization, I understand and agree that I release Brandon University from any and all claims or potential claims I may have regarding any and all information released to or by Brandon University and regarding my employment decisions made about me on the basis of such information.

Candidate's Signature: _____ Date: _____

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Chief Human Resources Officer, Brandon University.