

**KENT STATE UNIVERSITY
LIBRARIES & MEDIA SERVICES**

AUTHORIZATION TO RELEASE INFORMATION FROM EMPLOYMENT RECORDS

I, the undersigned, authorize Kent State University, Libraries & Media Services, to release, either verbally or in writing, the following information to prospective employers.

Please initial all items you agree can be released:

Verification of Employment

_____ Dates of employment

_____ Position(s) held

Performance Evaluation

_____ A Copy of the formal evaluation(s) completed by my supervisor

_____ Additional comments related to my performance. These may be provided verbally and/or in writing by my supervisor(s).

Please initial below as desired.

_____ I waive my right to see letter(s) of recommendation/evaluative statements prepared pursuant to this authorization.

_____ I do not waive my right to see letter(s) of recommendation/evaluative statements prepared pursuant to this authorization.

Name (Please print): _____

Signature: _____

Date: _____