

**Burk's Falls, Armour, & Ryerson Union Public Library**

**Authorization for Provision of Employment Information**

**(Policy [References, Verbal & written F-VII-2](#); [Personnel Files F-VII-1](#))**

I \_\_\_\_\_ give permission to the CEO of Burk's Falls, Armour & Ryerson Union Public Library to release employment information if contacted by future employers.

I understand that any information shared will be documented in my personnel file and may include the dates of employment or placement, the position held, a description of my duties and a description of the my skills, abilities, qualifications and performance on the job, based on written performance appraisals.

I understand information shared will include a balanced description of both my strengths and weaknesses in relation to my performance at the Burk's Falls, Armour & Ryerson Union Public Library should the prospective employer seek such information. Reference information will not be given that is not documented.

Reference information will not include any information unrelated to my performance of duties at the Library, opinions about my personal attributes or speculation about my suitability for a position in another employment situation.

I understand that I may withdraw this authorization at any point and no information will be released without my written permission.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date