

**SAN LEANDRO UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

AUTHORIZATION TO ACQUIRE INFORMATION FROM REFERENCES

THIS AUTHORIZATION MUST BE SUBMITTED WITH YOUR APPLICATION

It is the policy of San Leandro Unified School District to conduct reference checks for all candidates for employment. Reference checking is generally conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Occasionally the District conducts reference checks prior to inviting candidates to participate in an interview.

Your signature below indicates your agreement with and acknowledgment of the following:

As an applicant for an employment position with San Leandro Unified School District, I authorize my current and past employers and work associates, including, but not limited to supervisors, colleagues, and subordinates to release to the San Leandro Unified School District any reference information in my personnel records or file (including but not limited to applications for employment, sick leave records, performance evaluations), academic records (including but not limited to transcripts, certificates, credentials, etc.), and information related to my work-related personal characteristics (including but not limited to, my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, and reputation, among co-workers.)

I expressly and without reservation waive my right to review the information collected in the reference checks.

The San Leandro Unified School District will maintain reference information in strictest confidence and solely for purpose of evaluating my qualifications for position. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy of this signed authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION, I FULLY AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, THE SAN LEANDRO UNIFIED SCHOOL DISTRICT AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, INCLUDING, TO THE FULL EXTENT ALLOWED BY LAW, LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTION 1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THE AUTHORIZATION. AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION.

Candidate's full name (Print)

Other last names you have used (if any)

Candidate's signature

Date

SAN LEANDRO UNIFIED SCHOOL DISTRICT APPLICANT'S DATA RECORD

Qualified applicants are considered for all positions. The San Leandro Unified School District is committed to equal opportunity and does not discriminate in any program or activity on the basis of sexual orientation, actual or perceived sex, gender, ethnic group identification, race, ancestry, age, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1973, Section 504 of the Rehabilitation Act of 1973, Education Code 200 and 220, and California Government Code 512490 and 11135. However, Federal and State Fair Employment Laws permit the completion of pertinent data to comply with federal guidelines and regulations, and such information may be solicited voluntarily and used for statistical purpose. Information provided will assist the District in accurately compiling required statistical reports for federal and state agencies. Appropriate safeguards are mandated to guard against misuse or violations in this regard; therefore, a separate, confidential file will be established for these forms and none of the information will be used to discriminate or give preference to any individual in any personnel transaction. To help us comply with government recordkeeping, please fill out this Data Record Form.

Name: _____ **Phone:** _____

Address: _____

Number

Street

City

State

ZIP

Check one: Male Female

Check one of the following Ethnic Groups:

Hispanic or Latino of any race Non Hispanic or Latino of any race

Check as many Races as apply:

- | | | | |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Samoan | <input type="checkbox"/> African American |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Hmong | <input type="checkbox"/> Tahitian | |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Other Asian | <input type="checkbox"/> Other Pacific Islander | |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Filipino | |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> White | |
| <input type="checkbox"/> Laotian | <input type="checkbox"/> Guamanian | <input type="checkbox"/> American Indian or Alaskan | |

COMMENTS: _____

AN EQUAL OPPORTUNITY EMPLOYER