



738 NE DAVIS ST.
PORTLAND, OR 97232

RESPONSE TO FUTURE REQUESTS FOR REFERENCES

Janus Youth Programs, Inc. will automatically release: (a) dates of employment and (b) job title(s) held in response to requests for reference information.

For any other information to be released, the following authorization must be signed:

I, _____, voluntarily authorize Janus Youth Programs, Inc., and their designees to release to prospective employers any requested information regarding my employment.

This information may be given orally or in writing or copy of documents. It may include information regarding performance appraisals, salary history, work performance, and/or any other related information regarding my employment.

I release Janus Youth Programs, Inc., their designees, and all persons with and for whom I have worked from any liability for any injury and/or damages that may result from furnishing to any person information regarding my employment with this organization.

I understand that Janus Youth Programs, Inc., may provide future reference seekers with a copy of this form to indicate that they are providing this information at my request.

Signature

Date

Printed Name (including any names under which personnel records may be filed)

Return this signed form to:

Janus Youth Programs, Inc.
Human Resources Department
738 NE Davis St.
Portland, OR 97232