



**Reference Request for Employment
with the State of West Virginia
Form A**

Date:

Company/Organization:

Reference Name:

Reference Title:

Phone:

Email:

The applicant listed below has identified you or your organization as an employment reference and has authorized our agency to contact you regarding their past employment, volunteer work, or related activities. A signed Release of Liability is included below.

Please review the information provided by the applicant on the attached Employment References Form B and complete the reference questions. If any information supplied by the applicant is inaccurate, you may strike through the incorrect entry, write in the correct information, and initial the change.

Please provide the requested information within ten (10) days of the date of this release so that the applicant may receive further consideration for employment. If you have any questions, please contact the requesting agency listed at the end of this form.

Applicant Name:

Position Applied For:

State Agency:

Reference Release of Liability

I am being considered for employment with the State of West Virginia and have willingly consented to my references being contacted for information regarding my employment, volunteer, or other activities. Accordingly, I authorize all current and former employers, educational institutions, governmental entities, organizations, or individuals to truthfully respond to the enclosed reference request and to provide all the information requested.

On behalf of my heirs, assigns, successor interests, and me, I hereby forever release and hold harmless any and all persons who request and/or furnish any information from any liability or damage whatsoever, under any and all possible causes of legal action, which may result because of truthful responses to this request for information. I also hereby knowingly and permanently waive any rights I may have to examine or discover the contents of the provided reference.

A facsimile or photocopy of this authorization is as effective and valid as the original. If I am hired, your response will remain on file at the referenced agency.

Applicant Signature: