



HARDIN COUNTY DEPARTMENT OF JOB & FAMILY SERVICES
175 W. Franklin St., Ste 150, Kenton, OH 43326
419-675-1130 or 800-442-7346
1ST Floor Fax – 419-675-1100 2ND Floor Fax – 419-674-2340

REFERENCE CHECK AUTHORIZATION

Reference checking is an important part of our hiring process. In addition to contacting the references you provide, Hardin County Job and Family Services may also reach out to other individuals who are familiar with your work, character, or background. During these reference checks, we may ask questions related to your employment history, work performance, professional conduct, character, personal habits, educational background, and other factors relevant to the position for which you have applied.

By signing below, I voluntarily authorize Hardin County Job and Family Services, including its officers, employees, and agents, to contact any individuals they determine to be appropriate references for the purpose of obtaining information related to my employment and background. I understand that this information may include, but is not limited to, details about my work experience, performance, character, and personality traits.

I further release Hardin County Job and Family Services and any individuals providing information from any and all liability that may result from furnishing or receiving such information, provided it is given and received in good faith.

PRINTED NAME

DATE

SIGNATURE:

X _____

FORMER EMPLOYER REFERENCES:

COMPANY NAME	CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
1.			
2.			
3.			
4.			

PERSONAL REFERENCE NAME *(not to include family or friends):*

NAME	RELATIONSHIP TO APPLICANT	PHONE NUMBER	EMAIL ADDRESS
1.			
2.			
3.			
4.			

FORMER NAME(S) YOU HAVE WORKED UNDER:

DOB:

SOCIAL SECURITY NUMBER:

I have applied for employment with Hardin County Job and Family Services and am required to provide references and verification of my previous employment. I hereby authorize you to release to Hardin County Job and Family Services any and all information requested regarding my employment, including but not limited to my job duties, performance, attendance, conduct, and reason for separation.

I further release you and your organization from any and all liability for any damages that may result from the disclosure of such information, provided it is supplied in good faith.

SIGNATURE:

X _____