



Release of Employee Information

On the occasion of your departure from Juniata College, please complete this release of information form which authorizes the College to release the information you check below to employers requesting employment reference. ***This form will be a part of your permanent file record.*** (Reference: Privacy Act 1974, Public Law 93-579)

Please check all the areas that you wish to release:

Absentee Record	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Evaluation Rating	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Reason for Leaving	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Salary or Hourly Wage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Employee Signature: _____

Date: _____

Employee Name: _____

Witness Signature: _____

Date: _____

NOTE: Dates of employment, position titles, and position descriptions are routinely verified to employers.

Please return form to: Juniata College
Office of Human Resources
1923 Moore Street
Huntingdon, PA 16652

Any questions please call (814) 641-3195.