

Release of Employee Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information may be released without prior written notice to the employee.

If a current or former employee wishes the district to release information to a prospective employer, written consent must be provided on the district's Employee Information Release Form. Even with the receipt of the Employee Information Release Form, the district may, at the superintendent's discretion, refuse to release such information. The Employee Information Release Form will be invalid six months after the signing date.

Cross Reference: 402.06 Employee Records

EMPLOYEE INFORMATION RELEASE FORM

Under Nebraska state statutes, a current or former employer may disclose the following information about a current or former employee's employment history to a prospective employer of the current or former employee upon receipt of written consent from the current or former employee:

- Date and duration of employment;
- Pay rate and wage history on the date of receipt of written consent;
- Job descriptions and duties;
- The most recent written performance evaluation prepared prior to the date of the request and provided to the employee during the course of his or her employment;
- Attendance information;
- Results of drug or alcohol tests administered within one year prior to the request;
- Threats of violence, harassing acts, or threatening behaviors related to the workplace or directed at another employee;
- Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation; and
- Whether the employee is eligible for rehire.

I, _____, hereby give consent to any and all prior employers of mine to provide information in accordance with state statutes with regard to my employment with prior employers to the following prospective employer:

I realize that by disclosing such information the employer shall be presumed to be acting in good faith and shall be immune from civil liability for the disclosure or any consequences of such disclosure to the extent provided by state statutes. I understand that even with receipt of this form the district may, at the superintendent's discretion, refuse to release such information.

(Signature of Current or Former Employee)

(Date)

THIS FORM BECOMES INVALID SIX MONTHS FROM THE ABOVE DATE