

# WEST JEFFERSON SCHOOL DISTRICT #253

## Release For Past Job Performance/Related Conduct Information

Please return this form to: West Jefferson School District #253 1256 East 1500 North Terreton, ID 83450 Tel (208) 663-4542 Fax (208) 663-4543

DATE:

<b>EMPLOYEE NAME:</b> <i>Print</i>	<b>LAST 4 DIGITS SOCIAL SECURITY #</b>	<b>EMPLOYEE SIGNATURE:</b> <i>Note: Signature authorizes release of information</i>
<input type="checkbox"/> No, I have not worked for a school district.		By signing this, I understand that as part of the application process, West Jefferson School District #253 is required by <i>Idaho Code 33-1210</i> to request that the applicant sign a release statement authorizing the applicant's current and past employers, including employers outside of the State of Idaho, to release to the school district all information relating to past job performance and/or job related conduct and, if any, to make available to the hiring school district, West Jefferson #253, copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance and/or job related conduct of the applicant.  I also understand that Idaho Code 33-1210 releases the applicant's current and past employers, and employees acting on behalf of that employer, from any liability for providing information related to past job performance and/or job related conduct.  <i>A school district shall not hire an applicant who does not sign the release.</i>
<input type="checkbox"/> Yes I have worked for a school district.		
If yes, fill out the Former District information below		
<b>FORMER DISTRICT DATES OF EMPLOYMENT:</b>		
<b>NAME OF FORMER DISTRICT:</b>		
<b>ADDRESS:</b> <i>Street</i> <i>City</i> <i>State</i> <i>Zip</i>		
<b>PHONE:</b>	<b>FAX:</b>	

### HUMAN RESOURCES DEPARTMENT:

The above signature authorizes you to release information regarding the previous employee's information specifically relating to **past** job performance (evaluations) **and/or job related conduct**. In accordance with *Idaho Code 33-1210*. school districts in Idaho have 20 days from the date of the request to provide the information.

- No, there is not information on file relating to past job performance/job related conduct for this employee.
- Yes, there is information on file relating to past job performance/job related conduct for this employee. (copies are included)

I certify that the above answer is correct according to our records.		
Signature of certifying officer	Title	Phone Number

Information regarding all Idaho State Code, including State Code 33-1210 can be located at  
<http://legislature.idaho.gov/idstat/TOC/IDStatutesTOC.htm>

08/01/2012