Appendix A
Marathon County
Reference Consent And Release Form

Updated 3/28/19

We will provide accurate and job-related information to prospective employers about current or former employees. The Employee Resources Department or the department the employee is/was assigned to may provide information to a prospective employer orally concerning an employee's length of service, job title and/or verification of salary.

Employees who terminate their employment may elect to sign a Reference Consent and Release Form. Current employees may be asked to sign the release form when a reference inquiry is received. By signing this form, the employee will acknowledge the County's right and intent to respond to employer inquiries. When a past or current employee has failed or refused to sign a Consent and Release Form, employment references will, in general, be restricted to position held, salary information, dates of employment, and employment status. We may advise the potential new employer that further information, beyond position held, salary information, date of employment and employment status, is being withheld because of the employee's failure or refusal to execute a release. We do, however, reserve the right to provide any other information that we deem appropriate.

Responses to inquiries beyond confirming position(s) held, salary information, dates of employment, and employment status can be made after an appropriate release is received. The employee's direct supervisor may respond orally or in writing if he/she is still employed by the County. If the direct supervisor is no longer employed by the County, the department head or another supervisor with first-hand knowledge of the work of the former employee may respond orally or in writing. The response shall be accurate, related to the employee's job and/or employment, and supported by documentation or personal knowledge. If a written response is provided, it shall be reviewed and approved by the department head. A copy of the written response shall remain on file with the responding department.

The Employee Resources Director shall be consulted for any oral or written reference responses for those former employees who were terminated for misconduct, received a severance agreement, or resigned under the threat of involuntary termination involving some form of job performance issues before responding to the prospective employer.

We expect all employees to act in good faith and provide accurate information without malice when responding to a reference inquiry.

Based upon the above policy and your personal preference, please review the following and sign on the signature line if you want Marathon County to respond to reference inquiries with information beyond confirming position(s) held, dates of employment and salary.

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I authorize Marathon County to provide any information relating to my employment with the County in response to inquiries from potential employers. Such information may include, but is not limited to, dates of employment, job duties, position(s) held, job qualifications, salary information, education, character, work habits, and my reason for leaving County employment. By signing this Reference Consent and Release Form, I also release and discharge Marathon County, its officers, employees, and agents, from any and all liability, for any and all damages, which may arise as a result of the release or exchange of this information to potential employers.

Signature / *Typed Name Will Be Considered As Your Signature*	
Print Name	
Date	
Department	

Return To: Marathon County Employee Resources Department, 500 Forest St, Wausau WI 54403
erd@co.marathon.wi.us