



Home of the Loggers

Potlatch School District #285
SMALL TOWN, BIG HEARTS, BRIGHT FUTURES



130 6th Street, Potlatch, ID 83855

Phone: (208) 875-0327

Fax: (208) 875-2560

www.psd285.org

**Authorization Notice on Idaho Code 33-1210
Release of Information on Past Job Performance**

I _____ hereby authorize the Potlatch School District to conduct any reference checks to obtain information relating to my application for employment. I am advised that the reference checks may include information on my character, general reputation, and personal characteristics, as well as job performance.

I hereby certify that the information contained in this application is complete and true. I understand that any false or misleading information provided by me will constitute sufficient grounds for disqualification of my application, or in the event that I am employed by the district, for my dismissal.

I wish to be considered for employment with the Potlatch School District #285. I understand that as a part of the application process for a certificated position, Idaho Code 33-1210 requires the following action by the District:

Idaho Code 33-1210 states:

Before hiring an applicant, a school district shall request the applicant to sign a statement:

- Authorizing the applicant's current and past school employers, including employers outside the state of Idaho, to release to the requesting school district copies of all documents in the previous employer's personnel, investigative, or other files relating to the job performance by the applicant; and
- Releasing the applicant's current and past employers, and employees acting on their employers behalf, from any liability for as provided in the next subsection of this code.
- Not later than twenty (20) business days after receiving a request, a school district shall provide the information requested and make available to the requesting district copies of all documents in the applicant's personnel file relating to job performance. The school district, or an employee acting on behalf of the school district who in good faith discloses either in writing, printed material, electronic material, or orally is immune from civil liability for the disclosure. An Employer is presumed to be acting in good faith at the time of this disclosure unless the evidence establishes one (1) or more of the following: (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; and (c) that the disclosure was specifically prohibited by a state or federal statute.
- A hiring district shall request from the office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, and information relating to job performance, as established by the provisions of subsection (11) of this section, if any, for applicants for certificated employment.
- A school district shall not hire an applicant who does not sign a statement.
- Information received pursuant to this section shall be used by a district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied. Except as otherwise provided by law, a board member or employee of a school district shall not disclose the information to any person, other than the applicant., who is not directly involved in the process of evaluating the applicant's qualifications for employment. A person who violates the provisions of this subsection may be civilly liable for damages caused by such violation.

Applicant Signature

Date