

CONFIDENTIAL
EMPLOYMENT INFORMATION
AUTHORIZATION AND RELEASE

The undersigned, _____, (hereinafter "Prospective Employee") hereby authorizes any former employer to provide information about his or her employment to the Council Bluffs Community School District, 300 W. Broadway, Ste. 1600, Council Bluffs, Iowa 51503, a prospective employer (hereinafter "District"), who may make such an informational request. Information to be appropriately released includes, but is not limited to:

- positions held
- performance evaluations
- professional assessment of knowledge, skills, abilities
- attendance record
- criminal record
- reason(s) for leaving employment
- other information pertinent to the position applied for

Any information acquired by the District under this authorization shall be for its confidential employment use only, and shall not be communicated in any way to other employers, agencies, educational institutions or any other business or organization requesting such information for any purpose. Furthermore, the District shall use the information acquired under this authorization solely to determine the applicant's fitness for the position applied for or to verify credentials claimed and/or other information supplied by the applicant.

The undersigned Prospective Employee, to the extent permitted by law, hereby releases the District, the former employer, and each of their officers, board members, agents or employees from any and all liability resulting from the release of the aforesaid information to the District. This Release covers all injuries, damages, and claims whether known or not and which may hereafter appear or develop, arising from the providing or receiving of such information as authorized above. Specifically, the undersigned agrees to release and hold harmless the District and the former employer, and each of their officers, board members, agents or employees from any and all claims, charges, causes of action, suits, demands, actions, damages, losses and expenses of whatever kind or nature resulting from or due to the release of the requested information, including but not limited to those arising under: breach of contract, interference with contractual relations, misrepresentation, defamation, disclosure of any agreement (confidential or otherwise) with the former employer wherein a resignation was part of the agreement, any violation of a State or the Federal constitution, invasion of privacy, any other federal or state violation or violation of any employment contract, Employee Handbook and/or collective bargaining agreement.

PROSPECTIVE EMPLOYEE'S SIGNATURE

DATE

WITNESS'S SIGNATURE

DATE

WITNESS'S NAME (PRINTED AND POSITION)

DATEApproved: Aug. 19, 1997Reviewed: June 25, 2025Revised: March 22, 2005
April 27, 2010
April 28, 2015
June 23, 2020