

FORT HAYS STATE UNIVERSITY CAREER SERVICES

RECORDS RELEASE AUTHORIZATION

I hereby apply to Career Services at Fort Hays State University for professional service, assistance, and aid in securing employment for myself. I also authorize Career Services and its employees to release any and all of my records contained in my credential file at Fort Hays State University and to forward the same to any bona fide employer and graduate school program. This may be done per my request, the potential employer's request including internet web resumes, or by referral from Career Services. **By signing this statement I am authorizing Career Services to send my information via mail, fax, email, or other electronic means as necessary.**

I understand that documents submitted by me or at my request/direction to Career Services will become property of Career Services. Files established with Career Services will be destroyed within ten (10) years from the last date of activity.

PLEASE CHECK ONE

NOTE: YOU MUST CHECK THE BOX WHICH CORRESPONDS TO THE TYPE OF PACKET YOU COMPLETE. A CONFIDENTIAL FILE IS DENOTED BY GREEN RECOMMENDATION SHEETS. AN OPEN FILE IS DENOTED BY BLUE RECOMMENDATION SHEETS.

CONFIDENTIAL FILE	OPEN FILE
<p>I hereby elect to establish a CONFIDENTIAL file and waive my right to review the references included in my credential file. This means that the person who submits a recommendation for my file knows that I will not be aware of its contents, that all recommendations will be kept confidential from me, and that a prospective employer who receives a copy of my credential file recommendations will know that they were submitted on a confidential basis and that the contents are not to be made available to any other persons.</p>	<p>I hereby elect to establish an OPEN file and retain my right to review the references included in my credential file. This means that the person who submits a recommendation for my file knows that it will be available to me, that I may ask to see the recommendations in my file, and that a prospective employer knows that I am aware of the contents of my recommendations. The person to whom my credentials are sent, however, is not to make them available to any other persons; this file is "open" only to me and prospective employers.</p>
<p>I wish to have a CONFIDENTIAL FILE <input data-bbox="667 1493 764 1566" type="checkbox"/></p>	<p>I wish to have an OPEN FILE <input data-bbox="1300 1493 1398 1566" type="checkbox"/></p>

DATE

SIGNATURE

FHSU ID NUMBER

COMPLETE NAME (PRINT)

EMAIL ADDRESS