

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Position Applied For: [Insert Job Title]

Dear [Candidate Name],

In connection with your application for employment at [Company Name], we require professional references to evaluate your suitability for the position. This document outlines how we collect, use, and protect your personal information during this process.

1. Authorization to Contact References

By signing this agreement, you authorize [Company Name] to contact the individuals and organizations listed in your application or resume to verify your employment history, professional qualifications, and character.

2. Information to be Shared

You understand that [Company Name] may disclose your intent to seek employment and may share relevant details of your professional background with these references to facilitate the inquiry.

3. Data Protection and Confidentiality

All information obtained during the reference check will be treated as strictly confidential. This data will be accessed only by authorized HR personnel and hiring managers. We will process your data in compliance with applicable data protection laws and our internal privacy policy.

4. Waiver of Liability

You release [Company Name], its representatives, and all individuals or organizations providing information from any and all liability regarding the release or use of such information, provided it is used solely for the purpose of evaluating your candidacy.

5. Retention

If you are hired, this information will become part of your personnel file. If you are not hired, we will retain this information only for as long as necessary to fulfill legal or administrative requirements, after which it will be securely destroyed.

Consent:

I have read, understood, and agree to the terms of this Reference Check Privacy Agreement.

Candidate Signature

Date