

## CANDIDATE REPRESENTATION AND INFORMATION DISCLOSURE LETTER

**Date:** [Date]

**To:**

[Recipient Name/Hiring Manager]

[Company Name]

[Company Address]

**Subject: Representation and Disclosure Statement - [Candidate Name]**

Dear [Name of Contact],

I, [Candidate Name], in connection with my application for the position of [Job Title], hereby represent and warrant the following:

**1. Accuracy of Information**

I certify that all information provided in my resume, curriculum vitae, application forms, and during the interview process is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission of material facts may result in the rejection of my application or termination of employment.

**2. Right to Work**

I represent that I am legally authorized to work in [Country Name] and possess the necessary documentation to verify my identity and employment eligibility.

**3. Absence of Conflict of Interest**

I confirm that I am not subject to any non-compete agreements, restrictive covenants, or legal obligations that would prevent me from performing the duties of the position for which I am applying. I further disclose the following potential conflicts: [List "None" or describe any potential conflicts].

**4. Authorization for Background Verification**

I hereby authorize [Company Name] and its authorized agents to conduct background checks to verify my educational background, employment history, professional certifications, and references. I release all parties from any liability related to the provision of such information.

**5. Disclosure of Prior Employment Termination**

I [have / have not] been involuntarily terminated or asked to resign from a previous position within the last [Number] years. (If applicable, details are attached separately).

**6. Criminal Record Disclosure**

Except as protected by applicable law, I [have / have not] been convicted of a felony or a crime involving dishonesty or breach of trust. (If applicable, please provide details).

By signing below, I acknowledge that I have read and understood the terms of this disclosure.

Sincerely,

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[Candidate Signature]

[Candidate Printed Name]

[Phone Number]

[Email Address]