



### CANDIDATE REFERENCE WAIVER AND RELEASE

I, the undersigned, hereby request, authorize and consent to the release of information to the City of San Bruno regarding my previous and/or current employment for the purpose of evaluating my suitability for employment. Such information, which may be contained in my personnel or other employment file, may include positions held; dates of employment; work performance; disciplinary records, including any records which were sealed as part of a settlement; attendance, punctuality, reliability; incidents of dishonesty; insubordination; violent, unsafe, harmful and/or threatening behavior. In addition, I further authorize the disclosure of all records to which, as an employee, I would have or did have access to under Labor Code Section 1198.5. If I am offered employment with the City, I understand that it may be conditioned upon my passing a medical examination. I hereby authorize release of physical and mental fitness history and records, and any records of work-related illness, injury or disability. I have received a copy of this Waiver and Release and had adequate time to review it, understand the meaning and purpose of this Waiver and Release, and by signing this document, I release the City of San Bruno including its officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, that may result from furnishing the information requested by, and supplied to, an authorized representative of the City of San Bruno. This Waiver and Release will expire one (1) year after the date signed. A photocopy of this Waiver and Release is to be considered as valid as an original.

Date

Candidate Name

Signature\*

\*By typing my name into this box, I am signing this waiver form electronically and certify under penalty of perjury that my answers are correct and complete to the best of my knowledge. Minors under 18 must obtain an ink signature from a parent, in addition to the minor's signature.

Please choose **three (3)** professional references (preferably current and past supervisors).  
Reference checks will be completed using information below.

**PERSONAL INFORMATION**

Candidate Name

Date

Position Applying For

**EDUCATION**

Please attach copies of all diplomas or certificates identified below:

High School/GED

City and State

Diploma/GED Date

University/College

City and State

Degree                                      BA      BS      AA      AS      Other

Major

Date Degree Conferred

Other Certificates or Diplomas

**REFERENCES**

Please list three references that can provide information regarding professional skills and abilities related to your employment history.

**Reference #1 (Current Employer/Supervisor)**

Contact Person

Job Title

Company/Agency Name

Relationship to Applicant

Phone Number

Email Address

**Reference #2 (Past Supervisor)**

Contact Person

Job Title

Company/Agency Name

Relationship to Applicant

Phone Number

Email Address

**Reference #3 (Past Supervisor)**

Contact Person

Job Title

Company/Agency Name

Relationship to Applicant

Phone Number

Email Address