



EMPLOYEE RECORD REFERENCE CONSENT

I, ⁽¹⁾ _____ request that ⁽²⁾ _____
write a letter of reference or respond to a reference check on my behalf.

I understand that ⁽³⁾ _____ will have to disclose personal information regarding myself including job performance and personal characteristics, in order to write a letter of reference or respond to a reference check on my behalf and I agree to this disclosure.

I consent to the disclosure of my above described personal information:

☐ Only to the following individuals or organizations:

⁽⁴⁾

☐ To all requests for references.

This consent will be effective for a period of ⁽⁵⁾ _____ after the signature date.

Signature ⁽⁶⁾ _____

Date ⁽⁷⁾ _____

This form constitutes a consent to the disclosure of personal information pursuant to the *Freedom of Information and Protection of Privacy Act* – section 40 (1) (d). If you have any questions regarding the use of this form, contact General Counsel at the Northern Alberta Institute of Technology (“NAIT”), Room O101H, (780) 471-7664.

Instructions:

A public body may disclose personal information only if the individual the information is about has identified the information and consented in the prescribed manner, to that disclosure. References are considered disclosure of personal information. The prescribed manner is in writing and must specify to whom the information may be disclosed and how the personal information may be used. The attached consent will serve this purpose. Please fill in the blanks based on the following key. If you have any questions please contact General Counsel at (780) 471-7664.

Key:

1. Person giving consent fills in their name
2. Name of individual(s) or organization that will be disclosing the personal information
3. Name of individual(s) or organization that will be disclosing the personal information
4. Name of the individual or organization that will be receiving the personal information
5. Period of time for which this Consent will be valid
6. The signature who's personal information will be disclosed
7. Date of signature.