



Release of Employee Information

On the occasion of your departure from Juniata College, please complete this release of information form which authorizes the College to release the information you check below to employers requesting employment reference. ***This form will be a part of your permanent file record.*** (Reference: Privacy Act 1974, Public Law 93-579)

Please check all the areas that you wish to release:

Absentee Record	☐	Yes	☐	No
Evaluation Rating	☐	Yes	☐	No
Reason for Leaving	☐	Yes	☐	No
Salary or Hourly Wage	☐	Yes	☐	No

Employee Signature: _____

Date: _____

Employee Name: _____

Witness Signature: _____

Date: _____

NOTE: Dates of employment, position titles, and position descriptions are routinely verified to employers.

Please return form to: Juniata College
Office of Human Resources
407 17th Street
Huntingdon, PA 16652

Any questions please call (814) 641-3195.