



RELEASE for REFERENCE CHECKING

We recognize the responsibility of due-diligence in the hiring process, and as such, conducts reference checking to include the information you provided to us on your Resume' and/or the Employment Application for the job we are considering you for. This reference checking can include, but not be limited to the following:

- Contacting current or former Business Associates, Acquaintances or friends
- Soliciting feedback on Character, Work Experience and personal habits
- Verifying Education, and/or Work History
- In some cases, we ask an outside firm to check references

ACKNOWLEDGMENT:

I hereby voluntarily consent to allow the Archdiocese of New Orleans Administration, or any of its entities, officers, employees or agents to check my references by contacting any person/s whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality.

Name (Printed): _____

Signature: _____

_____ Date

Location: _____

- Attach email/providing references

- ✓ Original: Personnel File
- ✓ cc: Faculty / Staff member