



Employment Services
 New Mexico State University
 MSC 3HRS
 PO Box 30001
 Las Cruces, NM 88003-8001
 Phone: (575) 646-8000
 Fax: (575) 646-2806

Candidate Release Form

Purpose: For the hiring department to obtain additional information on a candidate's qualifications.

Instructions:

1. Hiring department completes the information in Sections 1 and 4
2. Hiring department provides form to applicant
3. Applicant reads section 2 and completes/signs Section 3
4. Applicant delivers/mailes completed form to hiring department indicated in Section 4

Section 1: Hiring Department Information (completed by hiring department)	
Hiring Department / College:	Requisition Number:
Position Title:	Name/Number of Department Contact:
Section 2: Statement of reference checking, use of information, and confidentiality.	
<p>In connection with my application for employment, I understand and agree that background inquires may be requested by you or on your behalf that will seek information as to my character, work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment, previous employment, educational background, and other past experiences.</p> <p>Furthermore, I understand and agree that if selected for this position, the university may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, criminal record, and civil matters.</p> <p><i>“By signing this form, I hereby authorize the hiring department mentioned above to obtain additional information pertaining to my character, experience, credentials, and qualifications in consideration of my application for the position referenced above. I do hereby release former employers, coworkers, and any other persons having correct and accurate information concerning my employment, educational history, credentials, and relevant qualifications from any and all liabilities.</i></p> <p><i>I certify that all information contained in my vitae/resume/application/transcripts is current, accurate, and complete to the best of my knowledge. I understand that the willful giving of any false information may result in non-consideration of my candidacy, withdrawal of an offer, or termination of employment. I understand that NMSU has no obligation to extend further consideration to my application package if I do not sign this release.”</i></p> <p>I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original.</p>	
Section 3: Signature of Candidate (completed by applicant)	
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Print Name of Applicant Signature Date </div>	
Section 4: Return to Department (Section to be completed by Hiring Department)	
Department Name: _____ New Mexico State University P.O. Box 30001 MSC _____ Las Cruces, NM 88001	Fax#: _____ or; E-mail: _____