

**REQUEST FOR REFERENCE AND RELEASE**

The purpose of this document is to ask Lehigh University for a reference concerning

\_\_\_\_\_ who has applied to be an employee of  
(Name of former employee)

\_\_\_\_\_. Below is an authorization and release so Lehigh  
(Name of prospective employer)

University may provide this information.

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I, \_\_\_\_\_, do hereby consent to Lehigh University  
(Name of former employee)  
providing any and all information concerning my employment with and/or separation from  
Lehigh University to \_\_\_\_\_ which has expressed an interest in my  
(Name of prospective employer)  
employment record. In consideration of Lehigh University collecting and supplying such  
information to the aforesaid inquiring party, **and intending to be legally bound**, I hereby  
release Lehigh University, its directors, officers, principals, employees and agents from any and  
all liability, real or potential, arising out of the providing of this information to the aforesaid  
inquiring party.

I have executed this Request for Reference and Release voluntarily and knowingly, with  
a full understanding of its meaning and intent.

Witness: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_