



Request for Information on Present/Former School Employee

Attn: _____ Mailing Date: _____
 _____ Applicant: _____
 _____ SSN#: _____ DOB: _____
 _____ Position Held: _____

APPLICANT: Please fill in the portion of this form above. Type/print the name and mailing address of the Supervisor of Personnel of your last employer. Type/print your full name, social security number, date of birth, date of employment and position held. Type/print date mailed. Sign and date under Authorization for Release of Information. Mail form to the Supervisor of Personnel of your last employer.

AUTHORIZATION FOR RELEASE OF INFORMATION\

I hereby authorize the above-named employer to provide any and all information requested on the Request for Information Form. I waive any privilege pertaining to the furnishing of such information. I further hold the employer harmless from any liability associated with the disclosure of personal information and employment records to New Beginnings Schools Foundation.

Printed Name of Applicant: _____ Signature of Applicant: _____ Date: _____

EMPLOYER: Please complete and return this form within ten (10) days of the above mailing date.

The above named individual has applied for employment with New Beginnings Schools Foundation. The applicant has listed you as his/her last employer. The applicant has authorized above a RELEASE OF INFORMATION into his/her background and has WAIVED any privilege pertaining to the furnishing of such information to the New Beginnings Schools Foundation. PLEASE REPLY IMMEDIATELY, AS DELAYS MAY PREVENT THE TIMELY PROCESSING OF THE APPLICANT'S APPLICATION.

- 1) Person supplying information on behalf of employer: Name: _____
 Position: _____
- 2) Dates the above named applicant was employed by you: From _____ to _____. Based on your knowledge of this applicant and the work he/she performed, would you ever rehire this applicant if a position were available?
 YES _____ NO _____ If no, please explain (using a separate piece of paper, if necessary): _____
- 3) Please state the reason for the applicant's separation from his/her employment with you:
 Reduction in Force _____ Fired for Cause _____ Resignation _____ Other _____
 - a) If "Fired for cause", please describe the cause for termination using a separate sheet of paper, if necessary: _____
 - b) If employee resigned, please advise whether the resignation was due to alleged misconduct, or if charges were pending against employee, and if so, explain the nature of the alleged misconduct or charges: _____
 - c) If "Other", please explain: _____
- 4) From your knowledge, do you believe this applicant to be trustworthy? YES _____ NO _____
- 5) TO YOUR KNOWLEDGE, HAS THE ABOVE NAMED APPLICANT EVER BEEN: (Please check YES or NO. For any YES answers, please explain below in "Personal Comments").
 YES _____ NO _____ Terminated, suspended, or otherwise disciplined while employed by you?
 YES _____ NO _____ Arrested for or been convicted of a criminal offense other than minor traffic offenses?
 YES _____ NO _____ Accused of any immoral conduct involving students in your school system?

PERSONAL COMMENTS: _____

PRINTED NAME: _____ SIGNATURE: _____ Date _____
 (Supervisor of Personnel)

Please Return to: New Beginnings Schools Foundation, Attn: Human Resources, 2045 Lakeshore Drive, CERM Building, Suite 415, New Orleans, LA 70122