



**SWAN**  
**ENGINEERING**

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## AUTHORIZATION TO RELEASE INFORMATION

### JOB REFERENCES, BACKGROUND, AND MOTOR VEHICLE CHECKS.

Please read the following statements, sign below and return to the Human Resource office.

I, (*print name*) \_\_\_\_\_ hereby authorize any investigator or duly accredited representative of SWAN ENGINEERING INC. bearing this release, to obtain any information from schools, residential management agencies, employers, criminal justice agencies, DMV, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by SWAN ENGINEERING INC. and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature, which may at any time, result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date