



Arkansas Department of Military
Cabinet Secretary - Brigadier General Olen Chad Bridges,
The Adjutant General

Reference Consent/Release Authorization Form

Instructions: Hiring Officials must complete a minimum of (2) employee reference checks and attach to the hiring packet. If the applicant has no prior work history, a minimum of (2) personal reference checks need to be completed. (*Examples of a personal reference: college professor or pastor*)

I _____, hereby give consent to any and all prior employers (including any individuals and/or entities) for whom I have worked to provide the following information to the Department of the Military regarding my previous employment. This consent is given in accordance with Ark. Code Ann. 11-3-204. Additionally, I give consent for a designee of the Department of the Military to review any and all personnel files retained or possessed by any previous employer. This consent will expire in 45 days.

Applicant Signature

Social Security Number

Date

Information Below To be Completed by Former Employers

1. Date and duration of employment:

2. Current pay rate and wage history:

3. Job description and duties:

4. Last written performance evaluation:

5. Attendance information:

6. Results of drug or alcohol tests administered within one year before the request:

7. Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee:

8. Was the employee's separation voluntary or involuntary, and state the reason for the separation.

9. Is the employee eligible for rehire?

Supervisor's Name _____

Agency Name _____

Date: _____