



**Arkansas Department of Military**

Cabinet Secretary - Major General Jonathan M. Stubbs,  
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: \_\_\_\_\_