



City of Canby

PO Box 930 Phone: 503.266.0635
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Canby, OR 97013 www.canbyoregon.gov

AUTHORIZATION TO RELEASE INFORMATION

(Personal Inquiry Waiver)

TO WHOM IT MAY CONCERN at

_____ **ENTER NAME OF REFERENCE or CURRENT/PRIOR EMPLOYER**

I respectfully request and authorize you, your organization, its officers, agents, assigns and employees to furnish the City of Canby with any and all information that you may have concerning me, including information of a confidential or privileged nature. Your cooperation in this reply will be used to assist in determining my qualifications and suitability of employment in the position I am seeking. This includes, but is not limited to criminal information, driving records, employment information, official employment documents, employment performance data, internal investigations, discipline, and including information which may, as a result of any agreement between the undersigned and your organization, have been sealed; character reference information; background investigations; educational/certification records and transcripts; credit and financial records.

I hereby release you, your organization, its officers, agents, assigns and employees, and any person furnishing information to the City from any and all liability or damages that may result from complying with this request and for furnishing the information requested. **A photocopy of this release is to be considered as valid as an original.**

I have specifically waived any rights I may have to review or inspect any and all of the information developed in this investigation, so your responses will remain completely confidential. You may retain a copy of this form for your records.

Applicant's Printed Name

Applicant's Signature

Date

Employer - If you are unable to locate this applicant in your records, please contact City of Canby HR Dept. at 503-266-0635.

I hereby authorize the release of my military service records (including medical, physical and mental records and reports) to the City of Canby, Canby, Oregon.

Signature

Date