

OPTIONAL CONSENT TO DISCLOSE TO THIRD PARTIES INFORMATION
CONTAINED IN RECORDS

For the purpose of furthering its efforts to assist me in securing employment, I hereby authorize the Career Development Office, its Director and its Staff, to disclose the information contained in its files that relates to me, to prospective employers at their request.

(Optional)

If you wish to specify any employers to whom credentials should not be released, please do so below.

(Optional)

If you wish to specify exactly which documents should be released to third parties, please do so below. Otherwise, all letters in your file will be sent upon employer request.

I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to information from records, that has been disclosed to third parties prior to the date of revocation.

Signature

Date

This disclosure does not allow the Career Development Office to release information to third party recruiters (i.e., employment agencies). In order to have documents released to a third party recruiter,
you must submit a letter for each request