

Marino and Associates, Inc

SPECIALIZING IN SEARCH FOR ADMINISTRATIVE, ACCOUNTING, FINANCE, SALES, MARKETING AND HUMAN RESOURCES PROFESSIONALS

REFERENCE RELEASE FORM

All our clients require business/peer/subordinate references from prospective candidates. Signing the disclosure statement below allows us to check your references, which will only be done when we deem it necessary to further the placement process or to verify information you have given us. *Reference and salary information is always kept in the strictest professional confidence.*

Please provide us with the names, telephone numbers, email addresses and the titles of three business AND three peer references, PLUS three subordinate references if you have a supervisory role. Briefly describe your relationship to these references. If you are working, we realize that in most cases you cannot use your current manager as a reference. Managers from a previous employer are acceptable as are trusted peers in your company. Please note that your references may be contacted prior to Marino & Associates, Inc. submitting you and/or sending you out on interviews at our clients request. *You will be notified before any references are contacted.*

DISCLOSURE STATEMENT

I understand that Marino and Associates, Inc may conduct a reference check. This reference may include information regarding character, work record, general knowledge, capabilities and reputation. The references contacted do not necessarily need to be listed below. I hereby acknowledge that I have read and understand this statement and hereby authorize Marino and Associates, Inc. to obtain a reference check as described above. Please scan and email back to cheryl@marinoandassociates.com or fax with signature to 310-371-5596.

Name (please print) _____ Birthday (mo/day) _____
Address _____
City, State, Zip _____
Work phone _____ Evening _____ Mobile _____
Personal email _____ Business email _____

Signature _____

Business References (usually a former or current manager, supervisor or client)

<u>Name</u>	<u>Title</u>	<u>Company</u>	<u>Phone</u>	<u>E-mail</u>
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____

Peer References (usually former or current co-workers with similar responsibilities)

<u>Name</u>	<u>Title</u>	<u>Company</u>	<u>Phone</u>	<u>E-mail</u>
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____

Subordinate References (if you had direct reports...who did you supervise that we can call)

<u>Name</u>	<u>Title</u>	<u>Company</u>	<u>Phone</u>	<u>E-mail</u>
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____

