

Student Information Release Authorization



Northwestern State University, Job Location & Development Program

Section A. Student Information

In compliance with the Federal Family Education Rights and Privacy Act of 1974 and NSU policy, the Job Location and Development Office will not release student record information to third party potential employers without your signature on this release form. This release form is for release of information pertinent to obtaining employment and includes the following student record information: grades (overall and specific classes), declared major, demographic information, enrollment status, and current and projected semester schedules. This information will be released on your behalf only after you have contacted the JLD Office to obtain assistance with a specific job posting and only when there is a correlating request by the employer for this information. This release form also covers the release to third party prospective employers of all employment history, skills and activity information, and residence and work eligibility verification provided by you in the JLD application packet.

Section B. Third Party Designee

Each and All Prospective Employers as identified by the above named student's response to each and all job postings sent to the student in accordance with JLD practices and policies.

Section C. Certification

I authorize the Job Location and Development Office at Northwestern State University to release any and all of the above listed information to assist me with my employment search and any employment released issues. I understand that this information is being released for my benefit and only when specifically necessary for employment purposes. I understand that I may rescind this release form any time by contacting the JLD in writing of my request.

Employment Reference Release Authorization Job Location and Development Northwestern State University

I certify that all statements made on the JLD application or during the JLD interview process regarding my previous work, educational, and military histories are true to the best of my knowledge. I hereby authorize the Job Location and Development Office to contact my past employers and references to obtain information about me. I agree to supply additional information as required. I agree that the results of these reference checks may be further released to prospective employers whom I have identified during the JLD process in order to help me obtain employment while I am a student at Northwestern State University. I agree that this information is to be furnished at my expressed request and for my benefit. I do hereby release the party providing the reference information from any and all liability and authorize them to give full and complete information as may be requested. I agree that the information provided will not be disclosed to me and I waive my right to see this information.

Name _____

Student ID: _____

Address _____ City _____ State _____

Phone Number _____ Cell _____

Signature _____ Date: _____

It is the policy of Northwestern State University to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Northwestern State University

Job Location and Development Program

P.O. Box 5286 Natchitoches, LA 71497(P) 318-357-5621 (F) 318-357-5690

Student Contract

Student agrees to the following:

- **Sign release form** for release of school-related information, reference checks, interview and employment intention.
- **Attend individual/group CCS training if needed** regarding resume, company research, portfolio development and networking.
- **Request assistance with any situations encountered in workplace** that are beyond your ability to resolve.
- **Be prompt, dress appropriately and represent NSU in a professional manner** at all times.
- **Update profile and resume as requested.**
- **Complete resume and reference page** to be placed in your personnel file.
- **Immediately notify JLD office of any changes in employment or personal information**, i.e. phone number or address changes, etc.

NSU reserves the right to remove you from any situation which is, in our judgment, not in your best interest. In addition, the University makes no guarantees of placement into a position of your choice. Every effort is made to help you match your goals with an employment opportunity. NSU agrees to maintain confidentiality of student records except as designated by signed forms and will act in your best interest to assist with obtaining potential employment opportunities.

I agree to refrain from sharing job specific information regarding location, application process, contact personnel, etc., with any person not enrolled in the JLD program. To encourage any interested student to enroll in the free JLD program so that they may obtain job postings and services for themselves.

SIGNATURE: _____ Date: _____

Print Name: _____

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