

**VALLEY YOUTH HOUSE
827-829 LINDEN STREET
ALLENTOWN, PA. 18101**

RELEASE OF INFORMATION FORM

Date: _____

Company Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

Re: _____

Dear: _____

A former employee of your company, _____, has applied for a position with our Agency. As part of our hiring process, we request background information from you on this employee. He/she has given us permission to request such information from you and have indicated such by signing their name below. A copy of the Pre-employment Reference Form is attached. This information will be used by Valley Youth House for the purpose of employment. We release you from any liability connected with the submission of the requested information.

Please complete the enclosed Pre-Employment Reference Form and return as soon as possible. You may fax this information to me at _____. If I do not hear from you, I may follow-up with a phone call.

If you have any questions or other comments, please call me at _____.
Thank you for your consideration.

Very truly yours,

Applicant's Signature: _____ Date: _____