

IDAHO STATE UNIVERSITY

**Consent to granting access to, or release of records to, third parties:**

I, \_\_\_\_\_, hereby authorize the Idaho State University Career Center, its Director and Staff to grant access to and/or release all materials relating to me contained in my credential file (including data sheet and letters of reference) for the purpose of assisting me in securing employment, to the employers I have designated or described below:\*\*

\*\*Descriptions may be broad such as the words "**any school district**" or "**any potential employer**", or they may be more specific such as "Idaho School District", "banks", or they may specify employers. Any changes to the list must be requested in writing.

I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to records to which access has already been granted or which have been released to third parties prior to the date of revocation.

Signature

Address

Date

**IMPORTANT** - unless this form is completed, we will require your **written** permission **each time** you request a copy of your file to be sent to a prospective employer, or when a prospective employer requests a copy. When this form is properly completed and endorsed, you may request copies by phone or in person and/or prospective employers may request copies of the file if they specifically or generally have been referred to in the above section.