

GUIDELINES FOR AUTHORIZATION FOR RELEASE FORMS

There are two separate authorizations for release of information forms - one for 'outside applicants' and one for current/former DEEP employees.

1. Authorization for release of information for candidates applying for employment with the DEEP. This would include former DEEP employees and current DEEP employees applying for transfer/promotion within the agency.
2. Authorization for release of information for current/former DEEP employees to prospective employers (not DEEP). Available within the DEEP Directive [5550-D6](#).

(1)

AUTHORIZATION FOR RELEASE OF INFORMATION

(Disclosure for applicants applying for employment with the DEEP)

I, the undersigned, do hereby authorize the Connecticut Department of Energy and Environmental Protection to obtain information from my current and/or previous employer(s) and/or any other source(s) authorized in the employment interview process. This includes but is not limited to performance appraisals, required certifications, and educational degrees. In addition, I hereby relinquish any and all claims, present and future, against any person and/or organization contacted in the exercise of the above granted authority.

Signature

Date

(2)

DISCLOSURE FOR CURRENT/FORMER DEP EMPLOYEES

(Disclosure for current/former DEEP employees to prospective employer[s])

I, the undersigned, so hereby authorize the Connecticut Department of Energy and Environmental Protection to disclose to any prospective employer any and all information relative to my employment with the department. In addition, I hereby relinquish any and all claims, present and future, against the Connecticut Department of Energy and Environmental Protection and any of its employees for exercising the above-granted authority.

Signature

Date