

Hanford Elementary School District

VOLUNTARY SEPARATION FROM SERVICE

TO: Department of Human Resources
Hanford Elementary School District
714 N. White Street
P. O. Box 1067
Hanford, CA 93232-1067

FROM: _____

Position _____

School/Department _____

I am voluntarily resigning from employment with the Hanford Elementary School District effective _____, 20____ (last workday).

Reason for leaving (optional): _____

Forwarding _____ Address _____ for _____ Mail:*

Employee's Signature

Date Signed

*Required for mailing of final paycheck and W-2 Income Tax Withholding Statement

PLEASE COMPLETE REVERSE SIDE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Date Accepted: _____

Effective Date: _____

Signature _____

Superintendent or Designee

Original to Personnel File

- Copies to: Board
- Superintendent
- Principal/Department Head
- Human Resources Department
- Fiscal Services-Payroll

In-Stamp:

HANFORD ELEMENTARY SCHOOL DISTRICT

ACKNOWLEDGMENT OF RELEASE OF PERSONNEL INFORMATION

A. I hereby authorize the Hanford Elementary School District to release information to prospective employers, upon their request, regarding my employment with the Hanford Elementary School District.

I understand that under the California Public Records Act, the following public information **may** be released, upon request, to any prospective employer, even if no written consent to release this information is on file:

- | | |
|-------------------------------------------|------------------------------------------------|
| 1. <i>dates of service</i> | 5. <i>performance awards</i> |
| 2. <i>position(s) held</i> | 6. <i>information from employment contract</i> |
| 3. <i>duties, qualifications required</i> | |

B. I understand that personal information listed below will **not** be given to prospective employers even with my signature on this Acknowledgment of Release of Personnel Information form:

- | | |
|-----------------------------------|------------------------------------------|
| 1. <i>date/place of birth</i> | 6. <i>pre-employment exams</i> |
| 2. <i>social security number</i> | 7. <i>prior employment history</i> |
| 3. <i>home address/telephone</i> | 8. <i>medical history</i> |
| 4. <i>account numbers</i> | 9. <i>any other personal information</i> |
| 5. <i>answers on applications</i> | |

C. Check one of the following:

☐ My signature on this Acknowledgment of Release of Personnel Information form authorizes the Hanford Elementary School District to release information to prospective employers, upon request, related to the following records. _____
Initials

- | | |
|----------------------------------------|---------------------------------------------------------------------|
| 1. <i>performance evaluations</i> | 5. <i>conditions of resignation/termination/
non-reelection</i> |
| 2. <i>discipline records</i> | 6. <i>any other job-related information</i> |
| 3. <i>letters of warning/reprimand</i> | |
| 4. <i>attendance records</i> | |

☐ My signature on this Acknowledgment of Release of Personnel Information form authorizes the Hanford Elementary School District to release information to prospective employers or other persons/agencies only as required by law. _____
Initials

I hereby agree to release, defend, and hold harmless the Hanford Elementary School District and its officers, employees, and agents from any claims or liability arising from the release of the employment information described in Sections A. and C. of this form.

Dated: _____

Print Name

Signature