

# REFERENCE LIST

[APPLICANT NAME] [APPLICANT ADDRESS] [APPLICANT PHONE] · [APPLICANT EMAIL]

## Prepared:

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### Professional References

The following individuals can speak to the applicant's professional skills, work ethic, and job-related competencies.

1. [REF 1 NAME] — [REF 1 TITLE] *Relationship:* [REF 1 RELATIONSHIP] *Phone:* [REF 1 PHONE] · *Email:* [REF 1 EMAIL] *Contact information verified:* · *Permission confirmed*

2. [REF 2 NAME] — [REF 2 TITLE] *Relationship:* [REF 2 RELATIONSHIP] *Phone:* [REF 2 PHONE] · *Email:* [REF 2 EMAIL] *Contact information verified:* · *Permission confirmed*

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**Permission attestation.** The applicant has contacted each person listed above and obtained their permission to be included as a reference and contacted in connection with the opportunity identified on this document. Each reference has been informed of the applicant's target role or program so they can provide context-appropriate support.

### Notes to the Reviewing Party

**Accuracy.** The applicant has verified each reference's contact information as of the date noted for that reference. The applicant remains responsible for promptly updating this list if any contact information changes before the review is complete.

**Fair Credit Reporting Act.** If a third-party consumer reporting agency is engaged to contact the references listed above on the reviewing party's behalf, the reviewing party is responsible for complying with the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.), including obtaining the applicant's written authorization, providing pre- and post-adverse-action notices, and following the agency's permissible-purpose rules.

**Equal employment opportunity.** Inquiries of the references listed above should be limited to job-related skills, performance, and qualifications. References should not be asked to disclose, and the applicant has not authorized disclosure of, information concerning the applicant's race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, or other characteristics protected under Title VII of the Civil Rights Act (42 U.S.C. §2000e et seq.), the Americans with Disabilities Act (42 U.S.C. §12101 et seq.), the Age Discrimination in Employment Act (29 U.S.C. §621 et seq.), or comparable state law.

## Applicant Attestation

I, [APPLICANT NAME], attest that the information on this reference list is true and accurate as of , and that I have obtained the permission of each person listed above to be included as a reference and contacted in connection with the opportunity identified on this document.

## Applicant

\_\_\_\_\_ PRINTED NAME

\_\_\_\_\_ SIGNATURE

\_\_\_\_\_ DATE