

Form F-6: Confidential Employment Reference Release
Committee on Ministry – Presbytery of Tampa Bay

In order to facilitate the employment of ministers and to protect the presbytery, its churches and its officers from the charge of negligent hiring, personnel inquiries have become a necessary policy. Before representatives of this presbytery are permitted to respond to employment inquiries, a release needs to be completed, signed and on file at the presbytery office. Whenever the COM or presbytery staff learns that a member of this presbytery is seeking employment, or whenever a request for a personnel reference check is received by a prospective employer, church or presbytery official, this form shall be completed by the minister for whom a reference has been requested. Please complete and sign the following release and **return it to** the Committee on Ministry, c/o the executive presbyter, Presbytery of Tampa Bay, 4704 Kelly Road, Tampa, FL 33615-5019.

Having expressed interest in seeking employment, I hereby grant permission to the executive presbyter and/or the Chairperson of the Committee on Ministry (or their agents) to respond to inquiries by agents of prospective employers concerning my suitability for employment. This permission is granted to the above-named persons whether or not they are given by me as references in a résumé or Personal Information Form. These discussions may include, but are not limited to, the following areas: professional capability, personality traits, psychological competency, ecclesiastical disciplinary cases or church judicial proceedings, personal finances, automobile driving history, and any matters that relate to convictions of sexual misconduct, malpractice, child or spouse abuse, or any other crime.

Signature: _____ Print your name: _____

Date: _____ Address: _____

City/State: _____ Zip: _____

Daytime Telephone: _____ Evening Telephone: _____

Note: If you do not wish to grant this permission, we are not permitted to give information concerning you to prospective employers.

I recognize that officials of the Presbytery of Tampa Bay will respond to employment inquiries by saying only that when given the opportunity, I did not grant them permission to answer employment related questions, and that I did not sign a waiver of confidentiality.

Signature: _____ Print your name: _____

Date: _____ Address: _____

City/State: _____ Zip: _____

Daytime Telephone: _____ Evening Telephone: _____