



# SAN ANTONIO CHRISTIAN SCHOOL

## Executive Office

Human Resource Department

*To partner with families to provide students a Christ-centered education while fostering a life of faith and service.*

19202 Redland Rd., Bldg. Z • San Antonio, TX 78259-3301 • 210.248.1643 • Fax: 210.248.1648 • [www.sachristian.org](http://www.sachristian.org)

### AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a \_\_\_\_\_ (job title) with San Antonio Christian School. I have authorized the school to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release San Antonio Christian School, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure, including but not limited to defamation of character or invasion of privacy, which might arise from responding to this reference request.

I waive the right to ever personally view any references given to San Antonio Christian School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date



Our school is an accredited member of the  
Association of Christian Schools International  
ACSI TEPSAC / OPSAC / NCPSA approved

*San Antonio Christian Schools does not discriminate on the basis of race, color, gender, national, or ethnic origin.*