

center for
career
services

MARIST

Job Placement Programs Release Form

2009-2010

In order to comply with the Family Rights and Privacy Act, the Center for Career Services must have your signed permission to forward your resume and supporting materials to employers on your behalf. To be eligible for participation in Marist's placement programs, please complete this form, sign it and return it to the Center for Career Services.

Name: _____

Local Address: _____

Local Phone: _____

College Wide ID#: _____

Month and Year of Graduation: _____

Major: _____

email: _____

As a participant in job placement programs sponsored by the Center for Career Services, I understand that my signature below indicates that I am willing to comply to each of the items indicated below as well as all other policies and procedures which govern this program.

- I give my permission to the Center for Career Services and its affiliated intermediaries (e.g. NACE, search firms, etc.), to distribute my resume and any supporting materials, including job search correspondence, to organizations participating in its placement programs.
- I authorize the Center for Career Services to release my GPA to participating organizations if such requests are made.
- I understand that failing to return telephone calls from employers, failing to show for a scheduled interview, or cancelling an interview less than 24 hours before the pre-established interview time may result in my removal from participation in job placement programs.
- When I accept a job offer, I agree to withdraw consideration of other employment opportunities and to fulfill my hiring commitment. In addition, I agree to follow up with the Center for Career Services regarding my hiring status.
- I understand that I am not guaranteed contact with employers and that I may revoke this authorization by sending a written request to the Center for Career Services.

Signature: _____

Date: _____

Return this form to:

Center for Career Services, Marist, LB 332, Poughkeepsie, NY 12601

Fax: 845-575-3548