

# Job Application Reference Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to authorize you to verify my employment history as part of my job application process for the [Job Title] position at [Company Name].

Please feel free to contact my previous employers listed below to confirm my employment details:

- **[Previous Employer's Name]** - [Position Held], [Dates of Employment], [Contact Information]
- **[Previous Employer's Name]** - [Position Held], [Dates of Employment], [Contact Information]
- **[Previous Employer's Name]** - [Position Held], [Dates of Employment], [Contact Information]

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]