



**REFERENCE FILE
AUTHORIZATION FOR A CONFIDENTIAL FILE**

I, _____, hereby authorize Career Services of Rockhurst University to maintain a **CONFIDENTIAL** file of my records for employment purposes. I understand that letters of recommendation are to be held in the strictest privacy, that the contents of this file are to remain inaccessible even to myself, and that said contents may be released to other persons or institutions only upon receipt of my written and signed request, accompanied by specific designation of the party(ies) to whom the file should be sent. I hereby waive the right to review contents of the file.

Signed: _____ **Date:** _____