

# *Town of Duxbury, Massachusetts*

## *OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER*



### **Authorization/General Release**

Date: \_\_\_\_\_

I, \_\_\_\_\_, born in \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_, having filed an application for employment with the Town of Duxbury, consent to have an investigation made as to my moral character, reputation and fitness for the position to which I have applied. I also consent to having said information reported to and reviewed by the appointing authority for the Town of Duxbury. I agree to give any further information that may be required in reference to my previous employment/personnel records, professional, educational, criminal, CORI and credit history records.

I authorize and request every person, firm, company, cooperation, governmental agency, court, association or institution having control of any employment/personnel records and credit history records, and to permit the Town of Duxbury, Town Manager, and/or the Town of Duxbury Board of Selectmen to inspect and make and/or receive copies of any such employment/personnel, professional, educational, criminal, CORI and credit history records.

I hereby release, discharge and exonerate the Town of Duxbury, its agents and representatives and any person or party so furnishing information from any and all liability of every nature and kind arising out of the allowance of inspection and obtaining or providing copies of any such employment/personnel, professional, educational, criminal, CORI and credit history records.

This authority shall continue for one year unless sooner if revoked in writing by the undersigned.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

**Social Security Number must be provided verbally to the Human Resources Officer for all background checks**

878 Tremont Street, Duxbury, MA 02332 Telephone: 781-934-1100 x149 Fax: 781-934-9011  
[Town-Manager@town.duxbury.ma.us](mailto:Town-Manager@town.duxbury.ma.us)

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*The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.*