



## Information Release

The following items are required to be in your personnel file in our office. Upon their request, any or all of this information will be made available to clients.

**It is your responsibility to keep these items current.** As a courtesy, Platinum Rehab sends reminder notices for items approaching an expiration date.

- ◆ Professional license
- ◆ CPR Certification
- ◆ Application
- ◆ Resume
- ◆ Social security number
- ◆ Background check results

I understand and agree to keep these items current in my personnel file and that failure to do so may result in not being able to work. I authorize Platinum Rehab to release any or all of the above information to a client or regulatory agency upon their request. The term of this authorization shall last the length of my employment or one year from my date of signature, whichever is longer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print