



# KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

901 Broadway N.E. Knoxville, TN 37917 • Human Resources: (865) 403-1110 • KCDC Website: [www.kcdc.org](http://www.kcdc.org)

Dear Sir or Madam:

The person named in the box below has applied for employment with Knoxville's Community Development Corporation. This applicant has given us permission to contact you for a pre-employment reference check.

Since we try to obtain as much information as possible on the qualifications and background of applicants prior to employment, we appreciate you furnishing us the information requested on the reverse side of this letter at your earliest convenience. All information furnished to us will be treated as confidential. References may be returned via fax to (865) 594-8743 or mailed to the address above.

If you have any questions or need additional information, I may be reached at (865) 403-1110. Thank you in advance for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Denise Campbell".

Denise Campbell, Ph.D., SPHR  
Human Resources Director

References may be returned via fax to (865) 594-8743

## **Instructions to the Applicant:**

Provide the information requested below and return this form to Knoxville's Community Development Corporation.

Applicant Name: \_\_\_\_\_

I hereby authorize my current and/or former employer(s) to give to Knoxville's Community Development Corporation all information regarding my services, character, and performance while in their employment. My current and/or former employer(s) are released from any and all liability that may result from furnishing such information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date