Dear [Past/Current Employer]:

[Applicant] has applied for a position with [College, University or Minnesota State]. The applicant has indicated past/current employment with your agency.

In accordance with Minnesota Statutes section 13.43, subdivision 2, please provide the following public data on the applicant:

* Job title(s) and job description(s);
* Date of first and last employment;
* Existence and status of any complaints or charges against the applicant, regardless of whether the complaint or charge resulted in disciplinary action; and
* Final disposition of any disciplinary action together with the specific reasons for the action.

The applicant also has signed an Applicant Authorization for Release of Information from Current and Former Employers form, authorizing the release of all employment-related data that your agency maintains about the applicant. A copy of the Authorization form is attached.

Accordingly, please provide the following data on the applicant, whether public or not public, and regardless of whether the data is located in the personnel file or other file or location:

* Discipline letters, regardless of whether in final disposition;
* Nature of any complaints or charges against the applicant, unless unsubstantiated;
* Letters of expectation issued to the applicant;
* Any performance management documentation;
* Attendance concerns (*e.g.*, excessive use of sick leave, frequent tardiness), but **NOT** related to any legally protected leave use or schedule change (*e.g.*, FMLA, ADA, workers compensation, sick leave for care of relatives covered under Minn. Stat. § 181.9413, etc.);
* Whether the applicant’s salary step increases have been delayed or withheld and, if so, why the increases were delayed or withheld;
* Performance appraisals; and
* Eligibility for rehire.

Please provide the requested data on or before [date] to:

[Address]