



## REFCHEX INSTRUCTIONS

1. Open the email titled “Employment Reference Check” and click on the link provided to access the reference check system.

### Employment Reference Check



o Zoe Holding Company <invitations@arefchex-references.com>

To: Cara Bobrowitz

Today at 11:32 AM

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi Cara,

As part of your hiring process with Zoe Holding Company for the position of Marketing Director, we like you to provide 3 references. Please click on the following link in order to complete our simple online process. As an electronic process, an email address and/or a cell phone number IS REQUIRED for each contact. If you do not have this information STOP NOW. Once you have email addresses and/or cell phone numbers, you may continue.

Click on the link below to proceed.

<https://www.arefchex-references.com?reqid=A3195-2021021706235697381836066Z&src=e>



Use this link over the next few days to monitor your contacts and follow up with them if necessary. If you do not wish to proceed, please click on the link below:

<https://www.arefchex-references.com?reqid=A3195-2021021706235697381836066Z&src=e&decline=1>

If the links do not redirect you, please copy and paste the desired link into the address bar of your browser.

Your prompt attention to this within the next 24 hours would be greatly appreciated.

Zoe Holding Company

\*\*\* PLEASE DO NOT REPLY TO THIS EMAIL. \*\*\*

This email was automatically generated. The sending email address shown is not monitored, therefore there will be no reply to any emails sent to that address.

**Confidentiality Notice:** The information contained in this message, including any attached documents, may contain confidential and legally privileged information that is intended only for use by the recipient(s) named above. If the reader of this email is not the intended recipient, be advised that any unauthorized disclosure, copying, distribution, dissemination, use, or the taking of any action in reliance on this information is strictly prohibited. If you have received this email in error, please permanently delete it from your system immediately. Thank you.

2. Read the Welcome instructions and click the button “Let’s Begin” to move forward in the process.



Request for References  
Cara Bobrowitz

#### Welcome

Welcome Cara!

Thank you for your interest in the position of **Marketing Director** with Zoe Holding Company.

We are pleased to advise you that your application has reached the point where we wish to obtain Employment References from you.

This is a simple process where you will be asked to provide the contact information for your References. You will then invite them to participate by initiating automated email invitations.

Please click on the button below to begin the process.

*(As an automated process, email addresses and/or cell phone numbers are a requirement for each contact. If you do not have this information, stop now, gather it, and come back later to provide your information.)*



Let's Begin →



3. Sign the release form by clicking on the grey box titled “please click here to sign the document” and then press “Sign & Continue.”



Request for References  
Cara Bobrowitz

### Release Form

Please read the following document carefully. In order to continue, you must sign on the line at the bottom of the page using your mouse (or finger, or stylus if using a touch screen).

#### Release of Claims

1. In consideration for: (a) my participation in the aRefChex Automated Reference Checking system process; (b) the prospective employer using the aRefChex Automated Reference Checking system agreeing to consider me for employment; (c) my current or previous employers and individuals agreeing to provide information about me (whatever its form); and/or (d) other lawful consideration, I hereby release and hold harmless aRefChex, my prospective employer, any current or previous employers, their officers, employees, shareholders, and agents, and all individuals: (a) inquiring about; (b) investigating; (c) furnishing; (d) communicating; (e) reviewing; and/or (f) evaluating information, pursuant to an aRefChex Automated Reference Checking inquiry or making any written and/or verbal communications for such purposes, from any and all claims arising from such activities. I voluntarily grant this release and waiver for purposes of supporting my application of employment.
2. In exchange for the consideration set forth in this Agreement, I further agree to not sue, and to waive any right to a lawsuit for damages against, any employee, officer, shareholder, or agent of aRefChex, current or previous employers, and/or my prospective employer arising from, in connection with, or relating to any communications published or republished pursuant to an aRefChex Automated Reference Checking inquiry.
3. I agree that, should I bring any action against a prior employer, current employer, prospective employer, individual, aRefChex, or other entity, I will not seek to admit into evidence or rely upon any communications published or republished pursuant an aRefChex Automated Reference Checking inquiry.
4. The prevailing party in any action alleging a breach of this Agreement shall be entitled to their reasonable attorney's fees and costs. This Agreement contains the entire agreement between you and aRefChex regarding the use of reference check and/or employment verification process. If any provision of this Agreement is held to be invalid, the remainder of this Agreement shall continue in full force and effect. Please contact us (info@arefchex.com) with any questions regarding this agreement.

**I HAVE READ THIS AGREEMENT AND AGREE TO ALL OF THE PROVISIONS CONTAINED ABOVE AND CONFIRM BY MY ELECTRONIC SIGNATURE WHICH IS DEEMED TO BE SUFFICIENT AUTHORIZATION TO LEGALLY BIND ALL PARTIES TO THIS AGREEMENT.**

Please click here to sign the document



Cara Bobrowitz

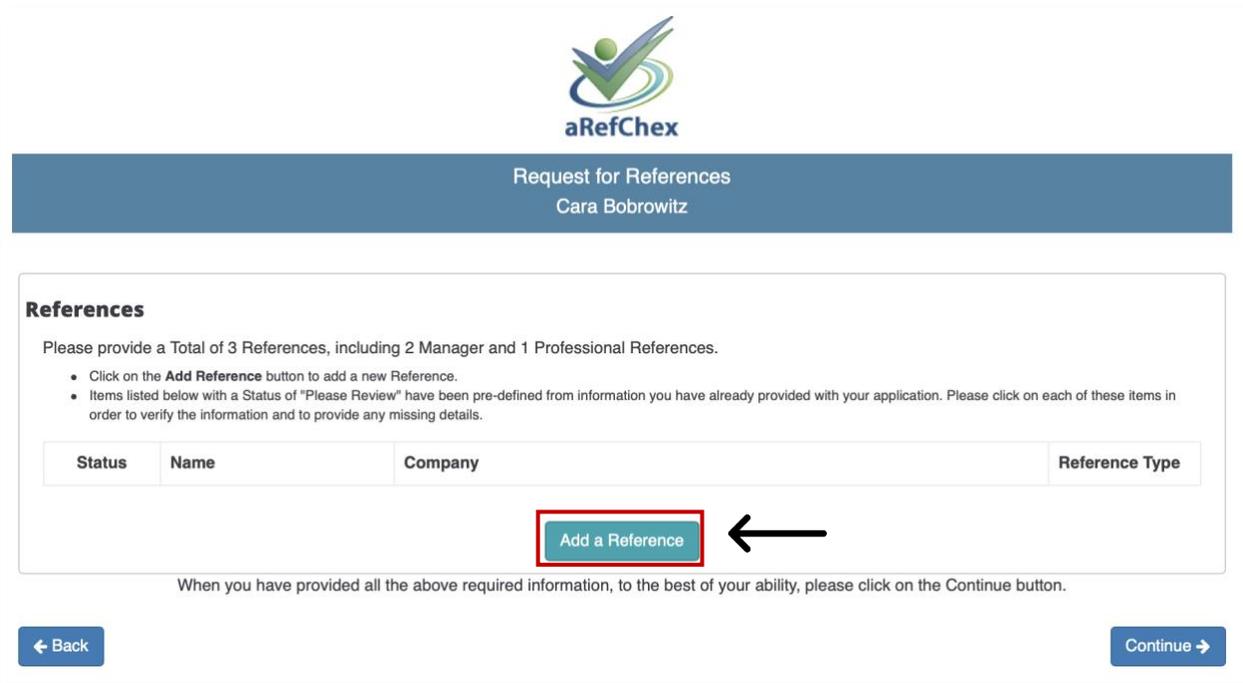
17/02/2021

Date



[Sign & Continue](#)

4. Once on the “References” page, click the button “Add a Reference.”



**Request for References**  
Cara Bobrowitz

**References**

Please provide a Total of 3 References, including 2 Manager and 1 Professional References.

- Click on the **Add Reference** button to add a new Reference.
- Items listed below with a Status of "Please Review" have been pre-defined from information you have already provided with your application. Please click on each of these items in order to verify the information and to provide any missing details.

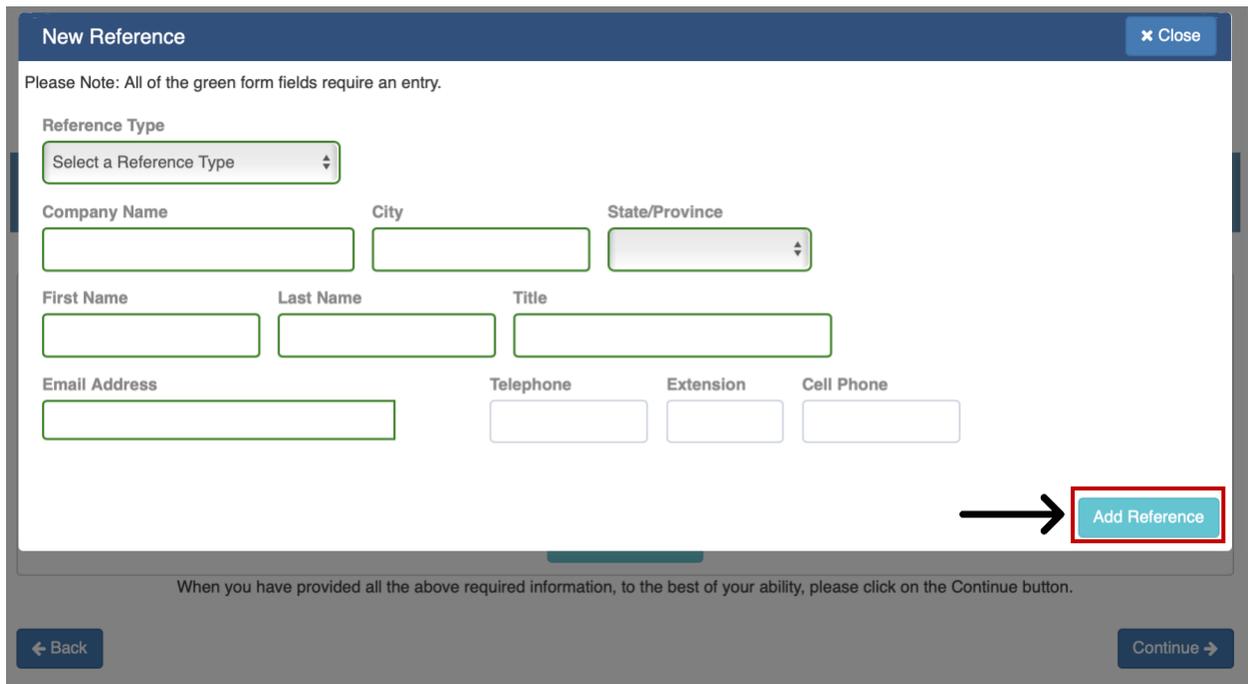
Status	Name	Company	Reference Type
--------	------	---------	----------------

**Add a Reference** ←

When you have provided all the above required information, to the best of your ability, please click on the Continue button.

← Back Continue →

5. To add a reference, fill in the fields presented to you then click the button “Add Reference.”



**New Reference** × Close

Please Note: All of the green form fields require an entry.

Reference Type  
Select a Reference Type

Company Name City State/Province

First Name Last Name Title

Email Address Telephone Extension Cell Phone

→ **Add Reference**

When you have provided all the above required information, to the best of your ability, please click on the Continue button.

← Back Continue →

6. Repeat step 4-5 until you have added the necessary references. Then, press the “Continue” button.



Request for References  
 Cara Bobrowitz

**References**

Please provide a Total of 3 References, including 2 Manager and 1 Professional References.

- Click on the **Add Reference** button to add a new Reference.
- Items listed below with a Status of "Please Review" have been pre-defined from information you have already provided with your application. Please click on each of these items in order to verify the information and to provide any missing details.

Status	Name	Company	Reference Type
Pending	Jane Doe	A B C	Manager
Pending	John Doe	X Y Z	Manager
Pending	Lorem Ipsum	E F G	Professional

Add a Reference

When you have provided all the above required information, to the best of your ability, please click on the Continue button.

← Back
→
Continue →

7. To finalize your reference check, review your references and then click the button “Send Invitations & Continue.”



Request for References  
 Cara Bobrowitz

**Send Invitations**

The following people will be sent invitations, via email and/or cell phone SMS, on your behalf. Please take a moment to ensure that the email addresses are correct. Each Email invitation will include your name as the Sender, but with *invitations@arefchex-references.com* as the sending email address. We only use your name in this case so that they will know that you are involved. When you are ready to send the invitation(s), please click on the Send Invitations button.

Reference Name	Reference Type	Email Address	Cell Phone
John Doe	Manager	john DOE@gmail.com	(415) 222-2222
Jane Doe	Manager	janedoe@gmail.com	(408) 222-2222
Lorem Ipsum	Professional	lipsum@gmail.com	(415) 222-2222

← Back
→
✉ Send Invitations & Continue