

**Accounting Partner Online Resume Book  
Release Form, Page 1**

I give authorization to the UCA Accounting Department to post the electronic resume and related material that I provide (to be listed on page 2) on the UCA Accounting Partners Online Resume Book.

**I understand the following rights and responsibilities:**

- I must give authorization for each individual electronic item to be posted or updated.
- I may rescind (withdraw) my authorization for any individual item or all items at any time.
- I must notify the UCA Accounting Department when I accept a full-time position so that my materials may be removed.
- I will not have access to this website, but I may request to view my materials in the Accounting Department.
- I will post, at a minimum, a resume and my grades in accounting. Other materials may be posted that demonstrate my skills (e.g., paper written, video of presentation, Excel spreadsheet). No still photos will be posted. (It is recommended that resumes be submitted as a .pdf file to preserve formatting.)
- I will provide the documents in electronic format by giving them to the Accounting Department on CD or by emailing them to [swatson@uca.edu](mailto:swatson@uca.edu).

**I further understand the following rights and responsibilities of the Accounting Department:**

- The Accounting Department controls access to this website through passwords given only to firms actively seeking to hire UCA students.
- The UCA Accounting Department does not have control over whom the firms give access; however, passwords are changed at the beginning of each academic year.
- The UCA Accounting Department may remove individual items deemed inappropriate or all items for students who do not represent the ethical values of the UCA Accounting Department.
- The UCA Accounting Department will remove files for students who have graduated or if a significant time has lapsed since the files were updated or since the student attended classes.

You give your authorization, complete page 2 of this release form including your signature and the date. Page 2 and the files should be turned in to the Accounting Department in BBA 309.

