

<p style="text-align: center;">COUNTY OF CUMBERLAND BOARD OF CHOSEN FREEHOLDERS</p>	<p>Policy Number: 1.09</p>	<p>Pages: 2</p>
<p>Chapter: Appointment of Personnel</p>	<p>Effective date: August 11, 1994</p>	
<p>Subject: Reference / Reference Checks</p>		

I. POLICY:

Cumberland County Government shall conduct reference checks prior to offering employment to an applicant. The County shall comply with all applicable federal and state laws regarding the release of reference information on a present or former employer.

II. DEFINITIONS: NONE

III. PROCEDURES:

A. Former Employees: The Cumberland County Department of Personnel & Human Resources shall provide for a system to handle reference inquiries.

1. All reference checks shall be referred to the County Personnel Office.
2. Employees, upon termination, shall provide written authorization to release information for reference inquiries. (See Policy #3.11 Exit Interview)

B. Job Applicants: It is extremely important for Department Heads to verify the educational and employment backgrounds and the military service records of applicants prior to hiring.

1. Job applicants shall be required to sign form #RC-1, authorizing release of information for reference checks.
2. The Reference Check Form shall be sent to former employers. In recent years it has become difficult to obtain information from previous employers. However, forwarding a signed release of information to the personnel office of the former employer should help address this problem.

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3. Education: Most colleges and universities will verify for a prospective employer, often by telephone, a former students dates of attendance and degrees earned without written authorization from a former student. Should you require a transcript it should be attained either through the applicant or from the school with written authorization from the applicant.
4. Military Service: Department Heads shall check the applicant's discharge or separation record to verify the type of service and discharge. False claims of "just coming out of service" have been used to conceal an unfavorable background.
5. All information collected shall be treated as confidential and will only be used in the hiring decision.
6. Copies of completed reference checks shall be sent to the Personnel Office with the SP-1. (see policy #1.02)

**COUNTY OF CUMBERLAND
REFERENCE CHECK FORM**

Gentlemen:

I, _____ hereby authorize the County of Cumberland to
(Name of Applicant)
investigate the statements made by me on the application. I also authorize you to release the information requested by the County of Cumberland. I also understand that consideration of employment is conditional on the results of a reference check.

Signature of Applicant

Date

(Please check if correct or change if incorrect)

Name: _____ S.S.# _____

Employment dates: _____

Position: _____

Last earning rate: \$ _____ per _____

Reason for leaving: _____

Is applicant eligible for rehire? _____

Your Signature

Title

On the back of this letter we would appreciate any helpful comments you care to make, and will respect your confidence in this matter. The enclosed duplicate is for your own files.

Sincerely yours,

#RC-1
4/94