

Adopted 04/04

Revised 08/04

**Subject: PERSONNEL POLICY #29  
REQUESTS FOR EMPLOYEE REFERENCES**

**Signed Releases**

Choices In Community Living expects employees to direct all requests for employment references to the human resources director and to refrain from offering any information. The human resources director will release information that verifies the employee's position, job location, wage and dates of employment with a signed release to mortgage companies, banks, opportunities for credit, and Social Services agencies.

**Potential Employers**

However, **only** dates of *employment and position* held will be released to potential employers with or without a signed release from the employee.