

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-006

SUBJECT: Reference Checks

PAGE(S): 1 of 2

EFFECTIVE DATE: November 1987

**Licensing Regulation
Reference: 30-63-26**

Policy:

In order to assure that only the best qualified personnel are hired at Cottonwood, Inc., qualifications of specialized staff, consultants and volunteers will be verified and references checked for all.

Procedures:

1. Persons who are being considered for vacant staff positions at Cottonwood, Inc. will be required to provide at least three (3) references, preferably local.
2. The work history references should be contacted to verify the employment related information provided by the applicant using the "Reference Check Form" in the Applicant Database.
3. If a reference check reveals adverse information and further consideration is needed, the information will be discussed and reviewed with the department director, HR Director, or CEO and his/her approval to hire may be given.
4. Cottonwood, Inc. often receives inquiries regarding former employees. It is the agency's policy to release only the following information unless the employee has signed a statement authorizing the release of additional information and that information is provided in writing, either scanned and emailed or by fax to the prospective employer.
 - a. Employment dates,
 - b. Position(s) held,
 - c. Average number of hours per week worked.

In general all such inquiries should be referred to the Human Resources Director.

5. If a current or former employee is seeking other employment, they may authorize Cottonwood, Inc. in writing to release relevant employment history. This signed release should be sent to the Human Resources Director.
6. Persons hired to fill positions which require specialized education, licensing, or technical knowledge will be required to provide verification of their current credentials for their personnel file.
7. Consultants providing professional services to Cottonwood, Inc. may also be asked to provide verification of their current credentials prior to the provision of services.

8. It is against Cottonwood, Inc. policy to issue letters of reference to employees (academic references are permitted). Prospective employers may contact the Cottonwood, Inc. HR Director for verification of employment.