

8.08 Employment Verification Requests

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Human Resource Department will respond in writing only to those reference check inquiries that are submitted in writing.

Procedure:

Responses to such inquiries will confirm only the dates of employment, wage rates, and position(s) held.

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.