

Refer to Section {B}
{Personnel}Unit
Procedure for {B 21 – Employment Reference Verification}



1. All requests for employment verification on former employees should be forwarded to the Human Resource Director.
2. Upon receipt of a written request the college will provide ONLY the following:
 - a. Dates of employment
 - b. Position(s) held
3. Employment verification of current employees will be provided upon receipt of a written request and the employee's signed authorization for release of financial or salary information.