

Warren-Newport Public Library District **Staff Manual**

203 Employment References and Verifications

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 02/21/2017

Reference Checks of Applicants

To ensure that individuals who join the staff of the Warren-Newport Public Library District (WNPLD) are well qualified and have a strong potential to be productive and successful, WNPLD checks employment references before extending an offer of employment to any applicant.

Employment Verifications of Current or Former Employees

The Executive Director or his or her designee will verify employment of current or former employees provided that the employee or former employee provides a written authorization for the release of the information. Verifications of employment will confirm only dates of employment, wage rates, and position or positions held.