

Three Rivers School District

Code: GAF
Adopted: 4/17/06
Orig. Code: GAF

Reference Check Procedures

Reference check procedures shall be reviewed to ensure:

1. Reference checks will be conducted on all applicants in a job category who meet the job requirements and are selected for interviews. Careful and complete notes will be taken and maintained. District officials conducting reference checks:
 - a. Before making a conditional offer of employment, may not ask previous employers or other sources about an applicant's:
 - (1) Disability;
 - (2) Illness;
 - (3) Workers' compensation history;
 - (4) Other questions that the district itself may not ask of the applicant.
 - b. May ask a previous employer or other sources about the applicant's:
 - (1) Job functions and task performed;
 - (2) The quality and quantity of work performed;
 - (3) How the job functions were performed;
 - (4) Other job-related issues that do not relate to disability.

END OF POLICY
