



**Series:** HR- Recruitment      **COA:** HR 3.02, TS 1.03  
**CFOP:** NA

**Procedure Name:** Employment References  
**Procedure Number:** HR 2207  
**Revision #/Date:** (2) 09/08  
**Effective Date:** 9/04

**Applicable to:** All CBCB Staff, Applicants, Independent Contractors (temporary)

---

**SUBJECT:** Employment References

**PURPOSE:** As a part of the background verification process, CBC of Brevard conducts pre-employment reference checks on all final candidates being considered for employment with the Agency. CBC of Brevard is committed to ensuring, to the best of its ability, that candidates selected to join the organization have the required experience and are suitable to work with our children and families.

**PROCEDURE:**

**References**

(to be added as applicable)

**Staff**

1. Pre-employment references must be collected in order for a job candidate to be extended a formal offer of employment with Community Based Care of Brevard. Sufficient references must be obtained to verify the candidate's employment history, position, and dates of employment as provided on the employment application.
2. Pre-employment reference checks are conducted by the Chief Personnel & Administrative Officer or designee. If a reference check can not be obtained, the candidate will be asked to provide documentation that may be available to support the employment period in question such as annual W-2 earnings or letters confirming employment. If a reference check can not be completed, documentation of the unsuccessful attempts will be required. If employment references can not be verified, the candidate may be eliminated from consideration.
3. Ideally employment references will cover up to the last seven (7) years of employment or the number of years of employment if less than seven (7). If an applicant has been with one organization for the last seven (7) years or more, this one reference will satisfy the employment reference requirement.

# Community Based Care of Brevard, Inc. Policy and Procedure Manual

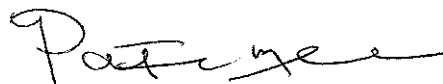
---

4. Pre-employment reference checks will only cover job-related questions. General inquiries on overall attendance/dependability may be made, but in no case should an inquiry be made about an applicant's health.
5. Pre-employment reference checks are included in the employee's personnel file.
6. In the case of an internal candidate, the supervisor who signed the in-house application form is attesting to the fact that the employee minimally meets the stated minimum qualifications for the position, is not on a disciplinary action and is qualified to apply for the position. In this case, a pre-employment reference check will not be completed as it was done during the initial hiring process.
7. The hiring manager may request to schedule time with the Chief Personnel & Administrative Officer to review the internal employee's personnel file. In this case the file can be reviewed in the presence of the Chief Personnel & Administrative Officer.
8. Reference checks obtained on applicants extended an offer who decline or who are not offered employment with CBC of Brevard will be maintained with the applicant's employment application and retained in accordance with CBC of Brevard's Records Retention Procedure.

## Independent Contractors (Temporary Staff)

1. Occasionally temporary staff is placed with CBC of Brevard for specific project work or to fill in while a position is vacant.
2. Candidates who are presented and placed at CBC of Brevard by the staffing firm are not employees of CBC of Brevard, but must meet minimum standards addressing background checks and references.
3. All candidates presented by staffing companies are interviewed by the staffing firm and tested for specific skills if applicable.
4. The staffing firm also conducts minimally two (2) employment references on candidates sent for consideration and may also conduct criminal background screenings. The employment references are made available to the Agency and with the approval of the temporary employee, the criminal background report is also provided. CBC of Brevard also conducts criminal background checks during the temporary staff member's first five (5) business days of assignment.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



---

DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/5/09