



POLICY: *Employment References*

Effective: February 2003

Revised: November 2014

Purpose: To help insure consistency and due diligence in the screening of applicants for employment at Grace Schools, Inc.

Policy: Three written references will be required *prior* to the confirmation of employment of any On-call, Seasonal, Part time or Full Time employees at Grace Schools, Inc. (For student employment hiring, written references are not required but strongly encouraged).

Reference Source:

Employment References: Two references **must** be from past employers. Former immediate supervisors and/or HR departments qualify.

Spiritual Life Reference: One reference **must** be a spiritual life reference from a pastor, youth minister, small group leader, spiritual mentor or other person in a position of spiritual leadership who knows the applicant well. Relatives are not permitted to complete reference forms.

Reference Format:

Employment Reference Form: The Employment Reference form should be used for this purpose. This form may be downloaded from the form section of the Grace's HR Website.

Spiritual Life Reference Form: The Spiritual Life Reference Form should be used for this purpose. This form may be downloaded from the form section of the Grace's HR Website.

Letters of Reference: Letters of reference are acceptable assuming they meet the Reference Source requirements.

Handling Exceptions:

1) Only One Prior Employer: When an applicant only has one place of prior employment, one Employment Reference will be allowed along with one Spiritual Reference and one Character Reference.

2) No Prior Employers: When an applicant has no employment history, one Spiritual Reference form and two Character Reference forms may be used. In cases like this it will be important for the hiring supervisor to explore with the applicant, other means of securing work related references/information i.e. references from volunteer work projects, etc.

3) Dates of Employment Only: In cases where a former employer only provides dates of employment, this reference *will* be acceptable as an Employment Reference. While this kind of reference does not provide a picture of work quality, it does demonstrate a minimum level of reference checking diligence on the part of the hiring supervisor. In cases like this, it will be important for the hiring supervisor to explore with the applicant, other means of securing work related references/information.