POLICY: GCE Employment References
Effective: February 2015

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

Reference Source:
- Employment References: Two references must be from past employers. Former immediate supervisors and/or HR departments qualify.
- Character Reference: One reference must be a character reference from a former co-worker, friend, etc.

Reference Format:
- Employment Reference Form: The Employment Reference form should be used for this purpose. The person completing the form should check “employment” as type of reference. This form may be downloaded from the form section of the Grace's HR Website.
- Character Reference Form: The Employment Reference form should be used for this purpose. The person completing the form should check “character” as type of reference. 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 two Character References.

2) No Prior Employers: When an applicant has no employment history, three Character Reference forms may be used. In cases like this it will be important for the hiring supervisor to explore 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.