

# References Policy



Effective: February 2003

Revised: July 2018

**Purpose:** To ensure consistency and due diligence in the screening of applicants for employment at Grace College and Seminary.

**Policy:** Three written references are required prior to the confirmation of employment of any On-call, Seasonal, Part time or Full time employees at Grace College.

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## REFERENCE SOURCES

**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. This reference is required before the hiring supervisor considers the applicant for an interview.

## REFERENCE FORMAT

**Employment Reference Form:** The Employment Reference form should be used the two employment references. It may be downloaded from the Grace website.

**Spiritual Life Reference Form:** The Spiritual Life Reference form should be used for the spiritual life reference. It may be downloaded from the Grace website.

**Letters of Reference:** Letters of reference are acceptable for the employment references, however, a letter is not acceptable for the spiritual life reference.

## EXCEPTIONS

1. **Only one prior employer:** When an applicant has only one prior place of employment, the applicant is allowed to use a character reference instead of a second employment reference.
2. **No prior employers:** When an applicant has no employment history, then two character references rather than two employment references are allowed.
3. **Dates of employment only:** In cases where a former employer only provides dates of employment, the reference will be acceptable as an employment reference. If this kind of reference is provided, HR or the hiring supervisor will encourage the applicant to provide another reference that demonstrates a better picture of work quality.