

REFERENCE RELEASE FORM

For the purpose of this policy, volunteers will be referred to as employees.



AUTHORIZATION TO OBTAIN REFERENCES

I authorize the Downtown Winnipeg BIZ to investigate my personal and employment background through necessary, appropriate legal means for the purposes of determining my eligibility for employment/volunteer service. This includes, *but is not limited to*, criminal record checks, background reviews and contacting of any previous employers and/or references listed on this form or otherwise provided by me. Previous employers and/or references have my full authorization to release such information in a lawful manner unless they are otherwise indicated here.

Note restrictions/exceptions: _____

EMPLOYMENT REFERENCES

Name: _____ Position/Title: _____

Company: _____ Phone: _____

Name: _____ Position/Title: _____

Company: _____ Phone: _____

Name: _____ Position/Title: _____

Company: _____ Phone: _____

PERSONAL REFERENCES

Name: _____ Position/Title: _____

Company: _____ Phone: _____

Name: _____ Position/Title: _____

Company: _____ Phone: _____

AUTHORIZATION TO PROVIDE REFERENCES

I authorize the Downtown Winnipeg BIZ to write a letter of reference or respond to a reference check on my behalf. Further, I discharge the Downtown Winnipeg BIZ from any and all liability associated with the release of information related to my employment.

I agree to the disclosure of this and other personal information for such purpose

To all requests for references **OR** Only the following organizations:

Name: _____ Position/Title: _____

Company: _____ Address: _____

Name: _____ Position/Title: _____

Company: _____ Address: _____

AND

My consent does not expire My consent expires on this date: _____

Signature of Applicant: _____ **Date:** _____

REFERENCE AND VERIFICATION OF EMPLOYMENT POLICY

(Including volunteers. Effective September 1, 2006)



PURPOSE

The purpose of this policy is to inform employees how to respond to requests for references or verification of employment so that the potential for legal liability is limited. For the purpose of this policy, "employee" or "employees" also refers to volunteers.

POLICY

The Downtown Winnipeg BIZ may disclose personal information about current or former employees in response to reference requests from prospective employers. The Downtown BIZ will deliver upon request such information only in accordance with the following procedures.

No Downtown BIZ employee is permitted to provide a reference in regards to any former or current employee outside of this policy. Any release of information that is contrary to this policy may result in disciplinary action, up to and including termination of employment.

PROCEDURE FOR REFERENCES

1. All reference requests must be accompanied by the written consent of the employee. References may be given in writing (via letter) or orally (via telephone or in person).
2. References must be forwarded to the employee's direct supervisor/manager or the Human Resource Manager, who may consult with the appropriate supervisor/manager if required. Only those persons authorized (supervisor or manager) may give a reference about any issue of employment.
3. References may include the employee's name, length of employment, position held including description of duties/responsibilities, comments on attendance and/or performance based on the employee's personnel file. The reference may not include any information that is untruthful, not verifiable or supported by the personnel file.
4. All written references must be on company letterhead and reviewed by the Human Resource Manager prior to being given.
5. Oral references must be documented to provide information on who requested the reference, what was said, date reference was given and which Downtown BIZ employee provided the reference.
6. This documentation must be given to the Human Resource Manager for review and filing. Wherever possible, advance notice of oral references should be given in order for the supervisor/manager to confer with Human Resources.
7. Documentation of any oral or written reference provided must be placed in the employees file.
8. No references will be provided to prospective employers without the written consent of the employee for whom a reference has been requested through this form.

PROCEDURE FOR VERIFICATION OF EMPLOYMENT

1. Requests for letters verifying employment status must originate from the employee in writing and be directed to Human Resources. Responses from Human Resources will only be given to the employee. Copies of both documents will be placed in the employee's file.
2. The verification letter will include the length of employment and position status. If applicable, and when requested by the employee, wage information will be included.