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	Revised:	October 24, 2002

References and Employment Verification

In order to provide for the confidentiality of information, all inquiries made by outside parties such as potential employers and financial institutions with regard to the employment history of present or former employees should be directed to the Office of Human Resources for response. Information will be released only through the Office of Human Resources. The Office of Human Resources will provide dates of employment, job title and verification (confirmation) of salary.

Additional information may be provided by a supervisor or colleague with the approval of the Office of Human Resources if the employee has provided a signed consent form requesting and authorizing the release of information. Ringling College will not provide additional information without the written consent of the employee or former employee. A copy of the written release must be filed in the Office of Human Resources.

Written references and letters of recommendation will be released only through the Office of Human Resources and copies of such references will be kept in the present or former employee's personnel file.

Official requests for information (such as police, court orders, subpoenas, government agency requests, etc.) must be provided by the Office of Human Resources as required by law.