

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.03.04 EMPLOYMENT VERIFICATION AND REFERENCES



Adopted:	10/03/17
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	<i>Lonnie J. Rash</i>

Purpose: To provide a consistent procedure for releasing employment verification and reference information for current and former members.

References: Fair Credit Reporting Act, Privacy Act of 1974, RCW 4.24.730

Procedure:

1. Spokane County Fire District 8 will respond to requests for employment verification and references on current or former members by providing only the dates of employment, current or last position held, and (with appropriate written authorization from the member) current or last compensation level.
2. The District shall retain a written record of the identity of the person or entity to which information is disclosed for a minimum of two years from the date of disclosure.
3. You may ask your manager to provide your performance records and evaluations.
 - a) You or the inquiring agency will be required to provide the District and your manager with a written release with your signature and naming the inquiring agency.
4. You may ask your manager to provide you with a written letter of reference.
 - a) If your manager chooses to provide a letter of reference he/she will give it to you and it will be up to you to provide it to the places where you are applying for work.