

**Procedure Title:****Employment Status & Records****PROCEDURE NUMBER: 2-0-3****Policy Title:****EMPLOYEE REFERENCE  
CHECKS****Effective Date:**

2/1/2003

**Revision Date:**

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. To ensure that individuals who join Keystone are well qualified and have a strong potential to be productive and successful, it is the policy of Keystone to check the employment references of all applicants.
2. The Human resources department will respond to all check inquires from other employers. Responses to such inquiries will confirm only dates of employment and position (s) held.

**NOTES:**