

## VERIFICATION OF EMPLOYMENT REFERENCES

### I. POLICY STATEMENT:

The St. Johnsbury School District acknowledges the need to check employment references. Prior to awarding any employment contract, at least one administrator will verify the accuracy of the references, provided such verification will be documented in writing and will become a part of the employee's personnel file.

**DATE WARNED:**            **AUGUST 18, 2006**  
**DATE APPROVED:**        **AUGUST 28, 2006**

/jsr  
Verification of Employment References