

HB-203	Employee Handbook			
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p>		Approved By	
			Steven Parrish, Fire Chief	
	<p style="text-align: center;">Employment Reference Checks</p>		Effective Date	Revised Date
		7-21-1999	1-5-2015	

Employment Reference Checks

To ensure that individuals who join Cumberland Road Fire Department are well qualified and have a strong potential to be productive and successful, it is the policy of Cumberland Road Fire Department to check the employment references of all applicants.

The Administrative Officer will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by Cumberland Road Fire Department's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.