

Employment Verifications

Human Resources is the only authorized department to provide employment verifications. No other ICC employee shall respond to a written or verbal request for an employment reference. Instead, ICC employees must forward any request for employment references to Human Resources for completion.

Telephone Requests

Human Resources will release only the following information by telephone:

- 1) whether an individual is currently employed
- 2) current or last job title and
- 3) dates of employment.

Salary information must be requested in writing and accompanied by a signed authorization from the employee or former employee.

Written Requests

Written requests for information will be completed provided there is a signature of the employee or former employee authorizing release of information. If a written release of information is received, Human Resources will release:

- 1) whether an individual is currently employed
- 2) current or last job title
- 3) dates of employment
- 4) current hourly/salary amount
- 5) annual salary

Effective: 03/01/2021