# 303: Application/Reference Check

300: Human Resources · https://milo.masseyservices.com/docs/303-application-reference-check/

**Section:** Human Resources
**Subject:** Application/Reference Check
**Approved by:** Harvey L. Massey
**Effective Date:** 10 September 1990
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**Policy Owner:** Director of Human Resources

# Policy

## Application

The application for employment should be completed and signed by every person being considered for employment.

The application is important as an introduction to an applicant. Careful attention should be paid to not only what information is given on the application, but as to the manner in which the application is completed.

Applications must be accurate and complete. The applicant must provide all information on the application. Pay particular attention to The Employment History (must have 10 year history, if applicable) with months and dates of employment entered accurately.

Every application should be kept on file. New hires should be filed with a personnel file, and applicants not hired should be filed for at least one year.

## Reference Check

When considering an applicant for employment, reference must be checked on previous employment. (A sample of the Applicant Reference Check is exhibited.) The applicant should complete the first

page and sign and date the back page. The General Manager is to make the calls and sign his name as the Massey Representative.

# Downloads

Embedded media: https://milo.masseyservices.com/wp-content/uploads/2025/09/303-Application-for-Employment-Reference-Check.pdf

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