

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Verification of Past or Present Employment	Section D: Personnel	Page(s): 1
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Employment Practices	Policy: DC (Legal)	
Subtitle: None	Date Adopted: 8-01-20	

Purpose

This administrative procedure provides direction for the release of information pertaining to past or present employment.

Procedure

It is the policy of Wharton County Junior College (WCJC) to protect the privacy of each employee. Verification of specific employment information will be provided for the purposes of establishing credit, bank loans, apartment rentals, etc., at the request of current or past employees, with their signed request.

WCJC will only verify dates of employment and the most recent job title on current and/or previous employees with the institution. All verification of previous and current employment will only be processed through the Human Resources Department.

All requests for verification of employment must be submitted to the Human Resources Department in writing with a release signed by the employee whose employment is being verified.

WCJC supervisors have been directed by WCJC College Administration to refer all inquiries for verification of employment directly to the Human Resources Department.

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