

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Reference Checks on Candidates for Employment

Number: C 24

Approved: Signature on file

Date:

POLICY

To establish County policy for conducting pre-employment and preappointment reference and background checks on potential new hires, rehire of former employees (including re-employment and reassignment) and for promotion and transfers, as defined herein.

To access the Orange County Background Verification Policy, click the link below:

http://bos.ocgov.com/hr/hrportal/docs/docs_pol_proc_memos/background_verification/background_verification_policy_1_11.pdf