



TOLEDO FIRE & RESCUE DEPARTMENT



AD-2 Employment Verification

AD Manual

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Purpose

To explain the employment verification procedures

Policy/Procedure:

Toledo Fire and Rescue Operations personnel shall reply to requests for employment verification by outside agencies using the following letter as a template.

To Whom It May Concern:

The Toledo Department of Fire and Rescue Operations, as a policy, does not complete employment reference questionnaires that call for subjective opinions. We will list dates of employment and job position, if requested. We will also answer objective questions of a specific nature, if possible. We will not, as a legal matter, respond to subjective questions requiring opinions on performance, such as whether the individual would be rehired. If additional employment information is needed, appropriate portions of the personnel file of the individual are available for inspection by appointment with the Toledo Department of Fire and Rescue Operations.

Respectfully,

See Also:

Permanent link:

https://tfrdweb.com/dokuwiki/doku.php?id=ad_manual:ad-2

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