

Madawaska Valley

Association For

Community Living

**POLICY: REFERENCE CHECKING**

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**CATEGORY: HUMAN RESOURCES** 

Policy Statement:

In addressing quality assurance measures respecting human resource practices, MVACL will ensure that it completes a Personal Reference Check, and a Vulnerable Sector Screening Check for all staff, volunteers and Board Members who have direct contact with persons with developmental disabilities.

Reference Checking:

As a condition of employment Human Resources will complete 2 Professional Reference checks and 1 Personal Reference check for potential employee. References will be provided by the potential employee at the interview. Successful reference checks will be completed by Human Recourses before an offer of employment is made.

Vulnerable Sector:

As a condition of employment, it is the policy of MVACL to request a “Vulnerable Sector Check” which is valid within 3 months for successful candidates 19 years and older who will have direct contact with children or vulnerable adults. Such checks assist MVACL in ensuring the safety and wellbeing of those for whom it has the responsibility to provide care.

Police Record Check:

“The Police Record Check” is for persons under 19 years of age or persons who will not have contact with children or vulnerable persons. A Police Record Check will be requested and valid within 3 months. The Police Record Check must be provided to MVACL, as a condition of employment.