



Reference check Appointment o

A close-up photograph of a yellowed, aged form titled "EMPLOYEE REFERENCE" in large, bold, black letters. The form is partially filled out. The "DESIRED EMPLOYMENT" section includes questions with checkboxes: "ARE YOU EMPLOYED NOW?", "EVER APPLIED TO THIS COMPANY BEFORE?", "EVER WORKED FOR THIS COMPANY BEFORE?", and "READY FOR LEAVING?". The "EDUCATION" section is partially visible at the bottom left, showing "EDUCA" and "SCHOOL". A large, light gray watermark "firstRanker.com" is diagonally across the form.



- A reference check is when an employer contacts previous employers, schools, colleges, and more about his or her employment history, and qualifications for a job.
- Contacting previous employers of a job applicant to verify her job history. Reference check may also include schools, colleges, attended by the applicant to verify "qualification"

Purpose of reference checking

- Verification of information given by job applicant
- Serve as a predictor of job success
- Checks the omission of information
- Character and interpersonal competencies
- Willingness of past employers to rehire

Components of reference check

- Verification of character
- Verification of criminal antecedents
- Verification of previous work behaviour
- Verification of educational qualification
- Verification of age
- Verification of experience
- Verification of performance at work



Verification

- Verification of character
 - generally contacted in times of employment
 - Performed by phone with signed applicant co referee

Include verification such as

1. Relation of the referee to the applicant
2. Applicant's character assessment
3. Recommendation for a particular position
4. Contact details of the referee.

- **Character reference letters**
- Character reference letter is likely to address issues of honesty and integrity the individual expresses in activities in the community

Verification for criminal antecedents:

Jobs that have high degree of public contact, limit involves working at private residences, personal access to valuables-require search of criminal records

Two ways of collecting criminal record data:

1. Employer can access the state's central criminal records
2. criminal records are available from every county where lived or worked. One could check state police records

If an employer finds employee's criminal record not covered by fair credit reporting act e must disclose telephone number of the agency reporting the criminal record

Applicant must be given an opportunity to check and dispute the record

- Factors to be considered pertaining to offence
 - I. Nature and seriousness of offence
 - II. Relation of the offence to the nature of the employment
 - III. Length of time between conviction and employment decision

Verification of previous work behavior

If employee fails to sign release of information

If previous employer refuses to provide information, application is regarded as refused

- Verifications of educational qualifications
- Verification of age

If applicant is legally required to 18 years minimum age requirement & applicant criteria.

Verification of experience:

- a. Job title
- b. Tenure
- c. Salary claims
- d. Honesty, tendency to engage in violence



Work Experience Verification Sample Letters

Instructions: Use these sample letters to help your employer or former employer verify your employment.

[Letter must be on company letterhead,
[Sample company for this letter]
[Include address of company]

[Date]

To Whom It May Concern:

This letter is to verify the employment of [name of applicant] who worked as a [title of position] from [date and year] until [date and year]. He/she was a [full-time/part-time] employee working [insert number of hours] per year. [Must be a calendar year.]

As an [Auto Mechanic (**example**)], his/her duties were:

- To do [general auto repairs]
- To [diagnose defective engines]
- To [replace defective parts]
- To [tune up engines]
- To [replace brakes]
- To [maintain stock inventory control]

Please contact me at [include phone number] if you have any questions or need more information.

Sincerely,

[Name of Supervisor]
[Title of Supervisor]

Find More [Employment verification letter](http://www.FirstRanker.com) at <http://www.FirstRanker.com>



Letter of Work Experience Sample

Margaret W. Moritz

2256 Maloy Court
Kensington, KS 66951

Dear Mrs. Moritz,

I am writing this letter to verify that Michael L. Bartlett
our accounting firm as a junior accountant.

He began work with us in that position on July 14th, 1991
occupy that position until his resignation on April 5th, 2002,
a total of just around 11 years.

If you have any questions or concerns about Michael
employment with us, don't hesitate to call me at 800-234-5678
8am and 5pm, Monday to Friday.

Thank you,

www.FirstRanker.com

John Cox



Different kinds of Verification

- Verification of performance a work
 - Verification of community certificate in public sector con
 - To avail special privileges reserved for a particular caste-
 - Reservation of seats in government service
 - Waiving of a part of fees-educational institutions
 - Relaxation of upper age limits for applying for jobs
 - In order to ensure rightful claimants get the job
- caste certificate
- Place of residence
 - State name
 -
- pasted on top of service book, docu
personal file



Methods of reference checking

- Internet based references
- Telephone reference
- Written reference
- Educational Institution
- Personal reference



Guidelines

- Data should be addressed KSAs
- Presence of more than one general information
- Uniform guide lines
- Presence of structured reference checking system
- Written permission to contact reference
- Structured approach to information collection
- Documentation in writing is essential
- Complete reference information
- Focus on educational background
- Verification by employer



Employee Reference Check

Name of Applicant: _____

Person Contacted: _____

Company: _____

Position/Title: _____

Relationship to applicant: _____

1. How long has it been since you last spoke with the applicant?
(had put you down as a referee for this application?)

2. What were the dates of his/her employment with you?

3. What was the nature of his/her job? *(Describe position and duties that would suit this sort of role)*

4. How would you describe his/her performance in comparison to other employees?



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HELP... AT HOME

Employee Referral Request Form

I have applied for job placement with At Your Service Home Care. I authorize them to check my qualifications and past performance. I also authorize and request that you respond to any and all liability in supplying any information regarding my employment.

Applicant:

Applicant Name: _____

Social Security #: _____

Position applying for: _____

Date of application: _____

To Be Completed By Previous Employer:

Position held: _____

Reason for leaving; was adequate notice given? _____

Would you rehire? Circle one.

Yes No If no, why not: _____

Please check appropriate rating

	Above Average	Satisfactory	Below Average	
Punctuality/ attendance				
Appearance				
Judgment				
Job Knowledge				
Performance of duties				

Information supplied by: _____

Title: _____

1221 FARMERS LANE SUITE C SANTA R
PHONE: 707 573-1003 FAX: 707 5
www.FirstRanker.com WWW.AYSHOMECARE.NET



Sample Reference Check

DATE	
CANDIDATE FIRST NAME	
CANDIDATE LAST NAME	
POSITION APPLIED FOR	
REFEREE'S NAME & POSITION	
REFEREE'S CONTACT INFORMATION	

	✓
How long have you known the candidate?	
What was your relationship with the candidate?	
Describe your overall impression of the candidate?	
Tell me about their interpersonal skills. How did they get along with others in the office?	
How were they at developing and maintaining relationships with the Board? Parents? Athletes?	
Describe their communication skills, both verbal and written.	
How are they at listening to others and taking different viewpoints into consideration?	
Tell me about their organizational skills and ability to multi-task and establish priorities.	
Are they able to meet deadlines or do they require follow up?	
Describe their attendance habits and commitment to the job.	
How would you describe their attention to detail?	
How many direct reports did they supervise?	
Describe their management style?	

Did they make you comment terminate staff?
How do they c
What do you r
Describe their required speci the job descri
Describe their
Have you ever react under st behaviours dic
Describe a situ handled it.
Describe their
Summarize th
What are their
Why did they organization?
Would you rel again?
Is there anyth haven't touch to this positio



Offer of appointment

- A letter of appointment is a written offer of organization. It is issued to a candidate who has been selected for a particular job, usually after going through all the stages of the recruitment process. Normally, the letter confirms details of the salary, the date of joining, and the date of the offer, though not always.



Types of offer of appointment

- On the basis of condition
 - Conditional job offer
 - Final offer
- On the basis of compensation decision
 - Low job offer
 - Competitive job offer

Essentials of an acceptance letter

- i. Thank you note
- ii. Basic acceptance of the offer
- iii. The terms and conditions agreed upon
- iv. Starting date of employment

When company's reject candidate

Candidate rejects the company

Contents of offer of Appointment:

- Offered job position
- Remuneration included
- Employee benefits
- Performance appraisal & salary increase
- Date of joining
- Place of posting
- Particular condition of the job offer
- Information related to the company
- Space to sign for both employee and



Points to remember when issuing an appointment letter

- Should be always issued on the company's letterhead
- Signed by the authorised hiring person
- Accurate , detailed and professionally worded to avoid any misuse
- Signed by the receiving candidate
- Include the information that needs to be strictly followed



- **Letter of appointment**
- *Company Letterhead*
- New employee
- Date
- Home address Dear
- Re: **LETTER OF APPOINTMENT**
- We are pleased to confirm your appointment to the position of _____ in our _____ Department. You will be based at our _____
- Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed hereto marked "A".
- **Appointment date**
- You will commence duties on _____
- **Earnings**
- You will be remunerated by the payment to you of a salary of R..... per month, subject to deductions for:
- 1 Medical Aid
- 2 Pension
- 3 As may be required or permitted in law, Collective Agreement, Court Order or Arbitration Award.
- This letter of appointment will accompany, and form part of a suite of documents recording, *inter alia*, the terms and conditions of your employment altered or amended by the company at its discretion.
- Yours sincerely
- Human Resources Director
- I, _____, acknowledge that I have received, read through and understand the contents of this letter and the suite of documents recorded in matters.
- Signature: _____
- Date: _____
- We also enclose the following forms which must be completed and returned to the Human Resources Department as soon as possible:
- 1 Personal Details Form
- 2 Death Beneficiary Nomination Form
- 3 Medical Aid Application Form



Acknowledgement letter

- Acknowledge a job offer, thank the employer, the terms have been understood and agreed
- Can be delivered verbally or in writing



Contents of medical examination

- Medical history to be gathered from the medical history
- Physical measurements
- General examination such as skin
- Examination of special senses-visual
- Examination of chest and lungs
- Check up of blood pressure and heart
- Laboratory tests
- X-rays
- A neuro-psychiatric examination



Method of medical examination

- Drug testing
- Strength and fitness tests
- HIV testing
- Genetic testing: applicants are screened for diseases resulting from various workplace chemicals, toxins, and disease



Joining day formalities

- Verification and collection of certificate copies
- Collecting photos
- PAN number and passport copy
- Providing place to work; stationery and equipment furniture
- Providing access to entry and exit
- Entry in muster role
- Opening the personnel file



Contents of employee person

1. Employment history
 - Job application
 - Resume,cover letter
 - Education verification
 - Employment verification
 - Employment and personnel reference checks
 - Rejection letter
 - Position job description
 - Job analysis records
 - Employment contract-(employment agency contract)
 - Emergency contact information
 - Signed employee handbook acknowledgement
 - New employee orientation checklist
 - An relocation agreements
 - Any official forms



Employee performance devel

- Copies of PA
- Employee self assessments
- Attendance
- Memo's
- Training records
- Employment termination

Exit interview

Resignation letter

KARNATAKS SHOPS AND COMMERCIAL ESTABLISHMENTS ACT

- This Act provides for the regulation of conditions of work and employment in establishments in the State of Karnataka.
- **Shops:** 'shops' means any premises where any trade or business is carried on for the purpose of serving customers and includes offices, storerooms, godowns, warehouses, wharves, or any other premises, otherwise, used in such connection with such trade or business, but does not include a factory or an establishment or a shop attached to a factory.
Commercial Establishment: Commercial Establishment means a commercial establishment, an establishment or administrative service in which persons are employed for office work, a hotel, restaurant, boarding or eating house, a café or any other place of public amusement or entertainment.
Owner: Owner means the person having charge of or owning or having control of an establishment and includes members of the family of an employer, a person who exercises the general management and control of an establishment.
Employee: Employee means a person wholly or principally employed in an establishment whether working on permanent, periodical, contract or casual basis, even though he receives no reward for his labour and includes a

- Adult: A person who has completed his 18th v
- Apprentice: A person aged not less than 14 y
payment or not , for the purpose of being tra
or employment in any establishment.
- Child: A person who has not completed his f



Sl. No	No of employees	Fees
1	NIL	250-0
2	1 to 9	500-0
3	10 to 19	3,000
4	20 to 49	8,000
5	50 to 99	15,00
6	100 to 250	30,00
7	251 to 500	35,00
8	501 to 1000	45,00
9	above 1000	50,00



Exemptions

- Following organizations are exempted from
- 1. Offices of, or under the central or state authorities, except commercial undertak
- 2. Any service, any system of public conservation or any industry, or services like water, po public.
- 3. Establishments for the treatment or care handicap or mentally unfit.
- 4. Establishments of the food corporation
- 5. Offices of legal practitioners and medical which not more than 3 persons are emp
- 6. Offices of bank.



Registration of Organization

- Each owner, within 30 days from starting the business shall submit application for registration of establishment.
- Form A contain:
 - Name of manager and employer if any
 - Postal address
 - Name of the establishment
- On receipt of the correct statement and fee, adds it to the registrar of establishment and issues a registration certificate to the employer.
- Registration certificate must be displayed on visible place inside the office.
- Registration certificate is valid for '5' years period. Before the expiry of the period, the certificate should be renewed and submitted for the next period.
- It shall be the duty of an employer to notify to the registration authority with respect to any information contained in his statement during registration. The change. Ex. Change in address, change in ownership, change in number of employees, etc.
- After closing the business of his establishment, notify the inspector in writing within 15 days of his closing date, he should surrender the registration certificate.



Information required for filling up of Form

- Name of The Company
- Postal Address
- Telephone No
- email Address
- Details of Director/ Managing Director/ Proprietor -
- Details of Authorized Signatory (in case whose is sig
- Nature of Business
- Date of Commencement of Business
- No. of in the Company (Male & Female to be mentio
- Weekly Holiday

- Issue of Appointment order:

Every employer, employing any person with his establishment, shall issue an order in writing indicating the name, designation of such person and terms and conditions of appointment and serve the same on such person with a copy of the order from the date of appointment in his establishment.



Hours of work

- **Working hours:**

Any establishment shall not run its business before Bangalore city; Morning before 6 am and Night after

- Other places ; Morning before 8 am and Night after

- **Prohibitions and Exemptions of work:**

1. No child, under 14 years shall be required or allowed to work in any establishment. 2. No women shall be required or allowed to work in any establishment after 8 pm

INSTRUCTION; IT/BT organizations can get permission to work after 8 pm by submitting Form 'R' with necessary intimation

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Employment and Regulation

Every employer, employing any person in or in connection with his establishment, shall register the establishment in form 'P'.

- Every day, employee attendance shall be registered in form 'T'.
- The organizations having weekly holiday exemption, after taking continuous leave of an employee, shall give 7th day as mandatory holiday for him. In special case of annual holiday, 11th day should be given as mandatory holiday.
- After each month salary shall be paid before 7th date of next month.
- Working period of any employee should not exceed 48 hours and 50 hours in a week.
- No employee in any establishment shall be required or allowed to work more than forty-eight hours in any week: Provided that the total number of hours worked shall not exceed ten hours in any day except on days of stock-taking and preparation for stock-taking.
- Provided further that the total number of overtime hours worked by an employee shall not exceed ten hours in any period of three continuous months.
- No young person shall be allowed to work in any establishment for more than four hours in any day.
- At the end of the year, counting the working day of the employees for present leave and 1 day per 30 days as sick leave shall be calculated. This leave shall be recorded in form 'F'.
- Any employee who has completed 180 days service to the establishment shall be entitled to a gratuity notice.
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Section 8 - Extra wages for ov

- Where an employee works in any establishment for more than nine more than forty-eight hours in any week he shall in respect of such o wages at twice the rate of normal wages.

Section 9 - Interval for rest

- The periods of work of an employee in an establishment each day sh period shall exceed five hours and that no such person shall work for before he has had an interval of rest at least one hour.

- Section 10 - Spread-over

- The periods of work of an employee in an establishment shall be so f interval for rest, they shall not spread-over more than twelve hours i

Section 12 - Weekly Holiday

1. Every establishment shall remain closed for one day of the week at the beginning of the year, or within thirty days from the date of the case may be notify it to the Inspector and specify it in a notice in a conspicuous place in the establishment. The employer shall not alter within three months, shall notify the alteration to the Inspector, and shall give notice in the establishment.
2. the State Government may allow an establishment to remain open if satisfied that the establishment employs additional staff for meeting the requirements of the Act.
- (3) Every employee in an establishment shall be given at least one day of rest:
Provided that in establishments in which rest for one-and-a-half days is given, the day of rest shall be continued.
- (4) It shall not be lawful for an employer to call an employee to work in an establishment or any other place for any work in connection with the business of the establishment on a weekly holiday given to the employee or on a day on which such employee is entitled to a weekly holiday.
5. Any employer is taking exemption from weekly holiday, shall give notice to the Commissioner of the establishment and shall obtain the weekly holiday break by submitting an application to the Commissioner.

Establishments exempted from weekly

Following establishments are exempted from weekly holiday. Medicine

- Club, Lodging and Hotel, Hostel, Hostel attached to school or college,
- Shops, Stalls and refreshment rooms at bustand and railway station.
- Hair cutting saloon.
- Shops dealing mainly in Meat, Fish, Egg, Milk and Dairy product(except ingredients, Confectionery, Ice cream and cooked food for sale, Fruits
- Paan Beedi, Cigarette, Soft drink sales shop.
- Daily news paper, Weekly magazine sails shop and related office.
- Cinema, Theater, and other public Recreation centers.
- Petrol, Diesel for sale.
- Exhibition Shops and Museum.
- Oil, Flour mill, Brick and manufacturing industries.
- Copper, Brass, Container, Manufacturing firms.
- Information / Biotechnology information / Biological engineering relat
- Organizations conducting research on infectious diseases.



- Section 13 - Selling outside establishments prohibited
- Section 15-Annual leave with wages
one day for every twenty days work performed by
(ii) one day for every fifteen days of work performed
person;
a) any day of lay-off, by agreement or contract as
standing order or for any other reasons beyond the
b) in the case of female employee, maternity leave
not exceeding twelve weeks; and
c) the leave earned in the year prior to that in which

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shall be deemed to be days on which the employee has not worked for the establishment for the purposes of computation of leave with wages, but the employee shall not earn leave for that period.

Every employee shall also be entitled during the first twelve months of continuous service and during every subsequent twelve months of service in any establishment to leave with wages for a period of twelve days, on the ground of any sickness incurred or any other reasonable cause.

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If an employee is discharged or dismissed from service during the year he shall be entitled to leave with wages at the rate of one day for every twelve days of service, even if he has not worked for the entire period entitling him to leave.

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If an employee entitled to any leave is discharged or dismissed during the year when he is sick or suffering from the result of an accident, the employer shall pay him the amount payable under this Act in respect of the leave to which he was entitled at the time of his discharge, in addition to the amount, if any, payable to him.

In calculating leave, fraction of leave of half a day or more shall be counted as a day's leave, and fraction of less than half a day shall be counted as a fraction of a day.

If an employee does not in any one calendar year take the leave to which he is entitled, any leave not taken by him shall be added to the leave of the succeeding calendar year:

Provided that the total number of the days of leave that an employee is entitled to in any one calendar year shall not exceed thirty days in the case of a young person:

Provided further that an employee who has applied for leave and has not been given such leave in accordance with any scheme shall be entitled to the unavailed leave without any limit.



- An employee may at any time apply in writing to the management establishment, not less than ten days before the date of leave to begin, to take all the leave or any portion thereof during the calendar year:

Provided that the number of times in which leave may be taken in a year shall not exceed three or such number as may be determined by the employer and the employee.

- If any employee wants to avail himself of the leave which shall be granted such leave even if the application for leave is made after the time specified and in such a case, wages as admissible shall be paid not later than fifteen days from the date of leave begins.
- For the purpose of ensuring continuity of work in an establishment, the employer in agreement with the representatives of employees may, in the prescribed manner, may formulate a scheme in which the grant of leave allowable under this section may be regulated.
- A scheme formulated shall be posted in convenient place in the establishment and shall be in force for a period of twelve months from the date on which it comes into force and may thereafter be renewed without modification, for a further period of twelve months, in agreement with the representatives of the employees.

An application for leave which does not contravene the provisions of the scheme, unless the refusal is in accordance with the scheme for the purpose of the scheme.

- If the employment of an employee who is entitled to leave is terminated by the employer before he has taken the entire leave to which he is entitled, and having not been granted such leave, the employee shall be paid, after he has taken the leave, the employer shall pay him the amount of the salary in respect of the leave not taken, and such payment shall be made on the second working day after such termination, and where a notice is given by the employee, on or before the next pay day.
- The unavailed leave of an employee shall not be taken in the period of any notice required to be given before discharge.



Section 16 - Wages during leave

- (I) For the leave allowed to him under Section 16, he shall be paid at the rate equal to the daily average earnings for the days on which he worked during the period immediately preceding his leave, exclusive of bonus but inclusive of dearness allowance

- Subject to any rules made by the State Government in t within the area in his jurisdiction,-
 - (a) enter, at all reasonable times and with such assistance service of the State Government, as he thinks fit, any pl reasons to believe is, an establishment;
 - (b) make such examination of the premises and of any p and notices, and take on the spot or otherwise, evidence deem necessary, for carrying out the purposes of this A
 - (c) exercise such other powers as may be necessary for ca this Act:

Provided that no person shall be required under this sect give any evidence tending to incriminate himself.

Section 24 - Prohibition of employment of ch
Section 25 - Prohibition of employment of w
persons during night

- No woman, or a young person shall be requi
whether as an employee or otherwise in any
nights:

Provided that the State Government may, by
establishment of Information Technology or
Enabled Service from the provisions of this s
employment of women during night subject
establishment provides facilities of transport
such women employees and subject to any c
specified in the notification.



Section 33 - Penalty for obstruction

- Any person who wilfully, obstructs an Inspector in the exercise of such power conferred on him under this Act, or assisting an Inspector in the exercise of such power, or failing to comply with any lawful direction made by an Inspector, is punishable with fine which may extend to five hundred rupees.



APPLICATION OF OTHER ACTS

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1. Wage payment act of 1936
2. Minimum wage act 1948
3. The workmen's compensation act 1923
4. Industrial dispute act of 1947
5. Gratuity payment act of 1970(Only when the employees are terminated)
6. Bonus payment act of 1965(Only when the employees are terminated)