

Chapter 11
Issue 2 02/26/2025

SUBJECT: CANDIDATE INVESTIGATIONS OR REFERENCE CHECKS

I. PURPOSE

This policy establishes a standardized process for conducting background investigations to assess the qualifications and suitability of candidates for employment with the City of Lompoc.

II. SCOPE

This policy applies to all candidates for employment, except those applying for public safety positions within the Lompoc Police Department, which are subject to a separate departmental policy in accordance with California state law.

III. AMENDMENTS

This policy may be amended by the City Manager as needed to remain compliant with applicable laws and best practices.

IV. AUTHORIZATION

By submitting an application for employment with the City of Lompoc, candidates authorize the City to conduct job-related inquiries regarding their personal, educational, training, and work experience backgrounds. Prior employers and professional references may be contacted if the candidate provides explicit consent in accordance with applicable privacy and employment laws.

V. RESPONSIBILITY

The respective department director or their designated representative shall conduct confidential inquiries into a candidate's qualifications and background. For department head-level positions, the Human Resources Department shall conduct these inquiries as directed by the City Manager.

VI. NATURE OF INVESTIGATION

All inquiries shall be job-related and relevant to the position for which the candidate is under consideration. The scope of the investigation may vary based on the responsibilities of the role. Investigations may include phone interviews, written correspondence, or in-person meetings. Requests for reference information should include a copy of the candidate's signed authorization.



PERSONNEL PROCEDURES MANUAL

Chapter 11

The investigation may include the following sources:

- **Previous/Current Employers & Supervisors** – Verification of job knowledge, skills, work habits, employment duration, positions held, reason for separation, and performance evaluations.
- **Department of Motor Vehicles (DMV)** – Verification of driver's license status (as required for the position).
- **Education Institutions** – Confirmation of academic credentials, degrees earned, and coursework relevant to the position.
- **Professional Organizations** – Verification of certifications, licenses, and professional standing.
- **Criminal Background Check** – Conviction history relevant to job responsibilities, in compliance with California law. Arrest records may not be considered per the Fair Chance Act (AB 1008).
- **Work samples** – Assessment of job-related skills and competencies.

VII. SALARY HISTORY INQUIRIES

In accordance with California Labor Code Section 432.3, the City of Lompoc may **not** inquire about a candidate's salary history, including compensation and benefits, from their previous or current employer. Candidates will not be required to disclose salary history as a condition of consideration for employment. However, candidates may voluntarily provide salary history information, in which case the City may consider it in determining an appropriate salary offer in compliance with applicable laws.

VIII. INTERPRETATION/CLARIFICATION

Questions regarding the intent or application of this policy should be referred to the Human Resources Director, who is responsible for ensuring compliance with federal, state, and local employment laws.

Authorized: _____
Dean Albro, City Manager

Date



SAMPLE LETTER TO PRIOR EMPLOYER

(General Classifications)

[Employer Name]
[Employer Address]
[City, State, ZIP Code]

[Date]

Subject: Employment Verification for [Candidate's Name]

Dear [Employer's Name],

[Candidate's Name] is under consideration for employment with the City of Lompoc for the position of [Job Title]. As part of our candidate evaluation process, [he/she] has authorized us to contact prior employers for job-related reference checks. A copy of the signed authorization is attached for your reference.

We appreciate your assistance in providing the information requested in the enclosed questionnaire. Responses will be handled confidentially and used solely for employment verification purposes. Please return this completed form at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
City of Lompoc
[Your Contact Information]



Employment Verification Questionnaire

1. Dates of Employment: From _____ to _____

2. Job Title(s): _____

3. Employment Status (Full-Time/Part-Time/Temporary/Other): _____

4. Primary Job Responsibilities: _____

5. Reason for Separation: _____

6. Is the individual eligible for rehire? (Yes / No / Conditional)

If "No" or "Conditional," please explain: _____

7. Performance Evaluation: Please rate the candidate in the following areas:

Competency Area	Below Expectations	Meets Expectations	Exceeds Expectations
Job Knowledge & Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality & Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic & Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Awareness & Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Additional Comments (optional): _____

Signature: _____

Date: _____

Title: _____

Company Name: _____



SAMPLE LETTER TO PRIOR EMPLOYER

(Administrative, Professional and Management Classifications)

[Employer Name]
[Employer Address]
[City, State, ZIP Code]

[Date]

Subject: Professional Reference Inquiry for [Candidate's Name]

Dear [Employer's Name],

[Candidate's Name] has applied for a [Job Title] position with the City of Lompoc and has authorized us to contact you for a professional reference. A copy of the signed authorization is attached.

We would appreciate your insight regarding [Candidate's Name]'s professional abilities, work performance, and leadership skills. The information you provide will be treated confidentially and used solely to assess their qualifications for this role.

Please complete the enclosed questionnaire and return it at your earliest convenience. Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Title]
City of Lompoc
[Your Contact Information]



PERSONNEL PROCEDURES MANUAL
Chapter 11

Professional Reference Questionnaire

1. Dates of Employment: From _____ to _____

2. Job Title(s): _____

3. Employment Status (Full-Time/Part-Time/Temporary/Other): _____

4. Key Functions and Responsibilities: _____

5. Reason for Separation: _____

6. Would you recommend this individual for a similar position? (Yes / No / Depends)

If "No" or "Depends," please explain: _____

7. Performance Assessment: Please evaluate the candidate in the following areas:

Competency Area	Below Expectations	Meets Expectations	Exceeds Expectations
Technical Expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision-Making & Problem-Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership & Supervisory Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Collaboration & Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management & Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability & Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Level of Supervision Required:

Minimal Moderate High

9. Additional Comments (optional): _____

Signature: _____

Date: _____

Title: _____

Company Name: _____