

Volunteer Reference Check

Note: In accordance with the Municipal Freedom of Information and Protection of Privacy Act, consent is required before any references are contacted. Please address each area, noting areas of strength but also of concern, discrepancies, inconsistencies in relation to application/resume and other information gathered. Use follow-up questions as required.

Candidate:

First Name:	Last Name:
Position Applied For:	
Name of Reference:	Phone Number:

Request by person providing the reference for confidentiality: ☐ Yes ☐ No

1. How long have you known the candidate:

2. Were you aware of your name being given as a reference:

3. Why would you have been chosen as a reference?

4. If reference is the candidate's supervisor (in paid or unpaid position) ask the reference to comment briefly on the following: (Otherwise proceed to number 5)

Duties / Responsibilities: _____

Punctuality / Attendance: _____

5. Please comment on the candidate's:

Strengths: _____

Interpersonal Skills: _____

Ability to understand and follow directions: _____

Initiative and self-direction: _____

6. Would you feel comfortable with this individual working with students:

7. Do you know of any reason why this person should not be working in close proximity to students:

8. Is there anything you would like to add:

Signature of Individual Conducting Reference

Date