

Community Reference Form

Students must complete the Student Information section below and give this form to someone with whom they have had considerable contact. Examples of community references may include a coach, group leader, elder, knowledge holder, extra-curricular leader, employer, neighbor, etc., with whom they have had considerable contact in the past 12 months.

Student Information

Student name: _____

Email: _____ Phone: _____

Note: The student named on this form has applied for a summer sector skilled trades co-op placement, which requires completion of a work placement in the community. You are asked to consider your experience with the student.

Community Reference

Name: _____

Email: _____ Phone: _____

How long have you known the student? _____

How do you know the student? _____

Attributes, Attitudes, and Skills

Please place a checkmark in the box in the appropriate column to indicate your experiences with this student. Additional comments can be recorded below. The information you provide will be kept confidential.

Criteria

3 = consistently demonstrates 2 = usually demonstrates 1 = needs guidance N/A = not applicable

Attributes, Attitudes, and Skills	3	2	1	N/A
Dependability - is consistent, steady, independent, and reliable - works well independently, with minimal supervision	☐ ☐	☐ ☐	☐ ☐	☐ ☐
Initiative - is self-motivated and enthusiastic - looks for additional tasks when work is completed - acts on opportunities for improvement	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Industriousness - manages time well - is willing to undertake new projects	☐ ☐	☐ ☐	☐ ☐	☐ ☐

Criteria

3 = consistently demonstrates

2 = usually demonstrates

1 = needs guidance

N/A = not applicable

Attributes, Attitudes, and Skills	3	2	1	N/A
Responsibility - accepts responsibility for their actions - performs assigned tasks with care - is diligent and conscientious	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Positive attitude and behaviours - deals with people, problems, and situations with honesty and integrity - communicates well with others	☐ ☐	☐ ☐	☐ ☐	☐ ☐
Workplace health and safety - is aware of personal health and safety - demonstrates practices and procedures supporting safety	☐ ☐	☐ ☐	☐ ☐	☐ ☐
Problem-solving and critical thinking - is creative and innovative - acts on opportunities for improvement - able to cope with uncertainty and adapts to change	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Teamwork - is open and supportive of the thoughts, opinions, and contributions of others - respects diversity, individual differences, and perspectives - understands and supports the dynamics of group work	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐

Additional comments:

Please return this form to the student. The student will submit this reference as part of their application.
Thank you for your assistance.

Signature:

Community Reference: _____ Date: _____