

# Reference Form:

Applicant's Name: \_\_\_\_\_

Thank you for taking the time to help us with our volunteer selection process. Please fill out this form for the applicant stated above; please be as honest as possible. This information will remain confidential and will not be seen by the applicant.

Reference Name: \_\_\_\_\_  
 Phone number that you can be reached at: \_\_\_\_\_  
 Time when you are best reached: \_\_\_\_\_  
 What position did you hold while you were supervising the applicant?/In what capacity do you know the applicant? \_\_\_\_\_  
 How long did you work with/know the applicant? \_\_\_\_\_

The applicant has applied to work with our Community Outreach Programs in which Brock students visit and run events/activities in elementary schools across the region. Depending on the position applied for the responsibilities may include directing groups of junior/intermediate students in hands on learning modules, sharing the story of their educational path and/or tutoring.

**Our goal is to encourage and assist elementary students in exploring their interests, skills and passions. YU is dedicated to helping children meet their greatest potential - socially, emotionally, and academically. This includes introducing students to all of their potential educational and career options.**

Please highlight or bold the applicable number beside the questions below:

Rating Scale: 1 = Poor, 5 = Average, 10 = within the top 10% that I have ever supervised,  
 N/S = Not seen

|   |                         |
|---|-------------------------|
| How would you rate their commitment, reliability, and work ethic?   | 1 2 3 4 5 6 7 8 9 10 NS |
| How would you rate their ability to cooperate and work as part of a team?                                 | 1 2 3 4 5 6 7 8 9 10 NS |
| How would you rate them for being flexible and adaptive in the working environment?                       | 1 2 3 4 5 6 7 8 9 10 NS |
| How would you rate their level of enthusiasm for their job/volunteering?                                  | 1 2 3 4 5 6 7 8 9 10 NS |
| How would you rate the confidence and maturity of this individual?  | 1 2 3 4 5 6 7 8 9 10 NS |
| How would you rate their ability to follow instructions and take direction?                               | 1 2 3 4 5 6 7 8 9 10 NS |
| Do you believe that the applicant would be an appropriate and engaging role model for youth (Grades 5-8)? | YES NO                  |

Please choose three characteristics that describe the applicant the best and place in order of their most demonstrated:

|              |               |                |              |
|--------------|---------------|----------------|--------------|
| Hard working | Respectful    | Contentious    | Passionate   |
| Organized    | Knowledgeable | Experienced    | Entertaining |
| Fun          | Polite        | Loves Kids     | Considerate  |
| Insightful   | Spontaneous   | Problem Solver | Logical      |

|          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
|----------|----------|----------|

Comment: \_\_\_\_\_  
 \_\_\_\_\_

Signature of Reference: \_\_\_\_\_  
 (Signature is not required if sending from personal email address.)

Please place the form in a sealed envelope and write your initial over the closure and return to applicant.

**This form may also be faxed to (905) 688-9470 or emailed to [youthuniversity@brocku.ca](mailto:youthuniversity@brocku.ca).**

May we contact you for further information on the applicant? YES NO

Thank you for your assistance in helping us to select exceptional volunteers for our programs!