

**Volunteer Reference Form**

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| **Volunteer Name:** |
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| **Reference Information** |
| Name: |
| Title:  Organization: |
| Telephone Number(s): |
| Work Relationship (circle one or X): \_\_\_Manager/Supervisor \_\_\_Teacher \_\_\_\_Other (Please describe) |

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Competency/Skills | Rating  1-5 | Comments |
| Organizational Skills (time management, planning, project management) |  |  |
| Ability to get along with others (cooperative, courteous, team work) |  |  |
| Communication (verbal, written, responsiveness, appropriateness) |  |  |
| Accountability (Were there any reliability/attendance issues?, commitment) |  |  |
| Attitude and behaviour (caring, interested, empathetic) |  |  |
| Adaptability (able to learn, follow directions, flexible) |  |  |

1.Poor, 2.Fair, 3.Good 4.Very Good, 5.Excellent/Exceeds standards

*Thank you very much for taking the time to complete this reference. Your assistance is greatly appreciated.*

*If you have any questions/concerns please contact Emily Collins, Volunteer Resources Coordinator, 705-743-0881, ext. 290.*

*Completed form can be returned by Fax 7057436292 or email:* [*emily.collins@fairhavenltc.com*](mailto:emily.collins@fairhavenltc.com)

The information I have provided is true and correct according to my personal knowledge.

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Signature Date