

Reference Check

The following person has given your name as a reference: _____

S/he has applied to volunteer in this area: _____

Please answer the following questions to assist us in ensuring proper placement within our organization. _____ can not volunteer until completion of these references. Please return this form in the attached envelope or fax it to (705) 734-0239. Thank-you for taking the time to complete this for _____ .

How long have you known? _____

In what capacity have you known this person? _____

Do you feel this person will do well in this position? (Specify why?)

Would you have any reservations in recommending this person as a paid staff/volunteer with our organization?

Would you have any reservations hiring this person to work for you in this kind of position?

Additional Comments:

Your Name: _____

Address:

Telephone number to be reached for confirmation of references: _____

Approval Date: April 2005

Approved by: ED

Reviewed by: Administrative Staff Meeting

Dates of Review: 2007, 2011, 2013, September 15, 2015

September 12, 2017 (All Staff Meeting) (no changes)

Dates of Revision: September 2009, July 2018, Aug 2020