

Reference Form

Volunteer Resources would appreciate your assistance in providing a reference on behalf of the above individual, who has applied to volunteer their services. **Please return the completed reference directly to the applicant.** If you wish for your reference to remain confidential, email the form to VolunteerReference@hollandbloorview.ca and use the subject line: Confidential Reference – Applicant’s First & Last Name or call 416-422-7033.

To be completed by an employer, supervisor, teacher or individual who has known the application in a professional capacity for a minimum of 3 months. **This reference may not be completed by a colleague in a non-supervisory role, family member, friend, or friend of the family in a personal (non-work) capacity.** References may be contacted for additional information.

Volunteer Applicant	
First Name:	Last Name:
Referee Information	
First Name:	Last Name:
Organization:	Job Title:
Telephone Number(s):	Email:
How long have you known the applicant?	I know the applicant:
In what capacity?	
Employment	Academic Community Involvement Athletics Other (specify):
Do you have an affiliation with Holland Bloorview?	
Yes	No If yes, please specify:

Please rate the following skills/ behaviours on a scale of 1-5:

- 1 – Very limited proof of skills/ behaviours, 2 – Limited evidence of skills /behaviours,
- 3 – Acceptable proof of skills/ behaviours, 4 - Good evidence of skills/ behaviours,
- 5 – Excellent proof of skills/ behaviours

Competency/ Work Ethic	Rating				
	1	2	3	4	5
1. Organizational Skills (time management, planning, project management, order)					
2. Teamwork (relationships, developing trust, sharing the work, understanding)					
3. Compassion, kindness and respect					
4. Communication (verbal, written, responsiveness, appropriateness)					
5. Adaptability (flexibility, problem-solving, initiative)					
6. Commitment (candidate’s overall approach to work, level of commitment)					
7. Accountability (Were there any reliability/attendance concerns? Were there any concerns with taking direction from a leader?)					
8. Inclusivity (able to interact successfully with diverse groups of people, e.g. different ages, people with disabilities, etc.)					

- Please provide your comments on page 2 -

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Reference Questions	Reference Comments (Please respond)
1. What would you say are the candidate's best qualities, characteristics and/or strengths?	
2. In what areas do you feel the candidate needs improvement. Is the candidate aware of these concerns?	
3. The volunteer role at Holland Bloorview Kids Rehabilitation Hospital involves assisting with the delivery of clinical and educational programs for children and young adults with disabilities or complex long-term needs. How well do you believe the applicant would work in this capacity?	
4. Would you consider hiring/rehiring this person?	Yes No N/A
5. Would you entrust the care of your own children and/or children you have been entrusted the care of to this applicant?	Yes No N/A
6. Additional comments (optional):	

Declaration and Signature	
<p>I understand that any willful misrepresentation made by me in connection with this reference will be sufficient cause for the dismissal of the applicant from Volunteer Resources.</p> <p>Thank you very much for taking the time to complete this reference. Holland Bloorview could not realize its mission and vision without volunteers.</p>	
Signature:	Date: