

# Community Reference Form



Students must complete the Student Information section below and give this form to a community person, other than a relative, 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 admission into a Co-operative Education (Co-op) course. Co-op requires the student to complete 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
<b>Dependability</b> <ul style="list-style-type: none"> <li>is consistent, steady, independent, and reliable</li> <li>works well independently, with minimal supervision</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Initiative</b> <ul style="list-style-type: none"> <li>is self-motivated and enthusiastic</li> <li>looks for additional tasks when work is completed</li> <li>acts on opportunities for improvement</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Industriousness</b> <ul style="list-style-type: none"> <li>manages time well</li> <li>is willing to undertake new projects</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

**Criteria**

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Attributes, Attitudes, and Skills	3	2	1	N/A
<b>Responsibility</b> <ul style="list-style-type: none"> <li>• accepts responsibility for their actions</li> <li>• performs assigned tasks with care</li> <li>• is diligent and conscientious</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Positive attitude and behaviours</b> <ul style="list-style-type: none"> <li>• deals with people, problems, and situations with honesty and integrity</li> <li>• communicates well with others</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Workplace health and safety</b> <ul style="list-style-type: none"> <li>• is aware of personal health and safety</li> <li>• demonstrates practices and procedures supporting safety</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Problem-solving and critical thinking</b> <ul style="list-style-type: none"> <li>• is creative and innovative</li> <li>• acts on opportunities for improvement</li> <li>• able to cope with uncertainty and adapts to change</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork</b> <ul style="list-style-type: none"> <li>• is open and supportive of the thoughts, opinions, and contributions of others</li> <li>• respects diversity, individual differences, and perspectives</li> <li>• understands and supports the dynamics of group work</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments:

Please return this form to the student in a sealed envelope. It will be given to the Co-op teacher in support of their application. Thank you for your assistance.

**Signature:**

Community Reference: \_\_\_\_\_ Date: \_\_\_\_\_