

REFERENCE CHECK

Candidates applying for the Town of Markham need to complete the dark shaded areas prior to giving this form and envelope to a reference. Someone you have volunteered for, worked for, or someone who can verify your work ethic that is not a friend or relative may provide references
(A teacher or principal might be an option for you).

CANDIDATES NAME:	DATE:
<p>The above-mentioned candidate is applying for a position with The Town of Markham. The applicant has chosen you to be a reference. It will take you approximately 10 minutes to complete this form. Please return this form promptly to the applicant as they have a tight deadline to return the form to The Town of Markham. All questions, unless otherwise indicated, must be answered. Answer the questions by relating them to your relationship with the candidate. THE CANDIDATE WILL NOT SEE THIS COMPLETED FORM – YOUR ANSWERS WILL BE KEPT CONFIDENTIAL.</p>	

POSITION APPLYING FOR:	
Name of Position:	From/To:
Provide a brief explanation of the duties you will have and what age group you will be working with: _____ _____ _____	

NAME OF REFERENCE:
COMPANY OR ORGANIZATION:
NAME AND POSITION:
RELATIONSHIP TO CANDIDATE:
NO. OF YEARS KNOWN CANDIDATE:
PHONE NUMBER:

Provide an OVERALL DESCRIPTION OF THE CANDIDATE (how you would describe this individual to others; key attributes)

Tell us about his/her **teamwork skills**. What attributes does he/she offer to contribute to the success of the team? Check box if not applicable and move to next question.

Describe what approach the candidate takes in **dealing with customers** (if they don't deal with customers then describe their approach to dealing with fellow staff, neighbours or classmates).

How would you describe the candidates **communication skills**? Written and verbal. Please provide examples. (**Listening skills**).

Provide us with an example of something the candidate has done **exceptionally well**?

Is there any reason you know of **why the candidate would not be able** to perform the duties necessary for this position?

Please comment on the candidate's **reliability and dependability**? Did the candidate have a good attendance record? Could you comment on his/her sick time? Were there any problems with absences from work/school?

What do you see as the candidates' **strengths? weaknesses?**

What are their strengths and weaknesses related to the age group they would be working with if they were the chosen candidate.

Would you recommend the candidate for this position as you understand it? Would you rehire the candidate if you had an opportunity to do so? Any **apprehension or concerns? Anything else** you believe we should know about this individual that we haven't asked.

Thank you for taking the time to complete this Reference Check Form.

IMPORTANT...After placing the completed form in the envelope provided, seal it and hand it promptly to the candidate applying for the position.