Co-operative Education Program Community Reference Form

*The information provided is confidential

Complete the student information and give this form to a community person, other than a relative, with whom you have had considerable contact within the past 12 months.

Student Name	Student Number	
Student Telephone	Student Email	
Community		
Reference	Contact Number	

How do you know the student?

How long have you known this student?

Please place a check (\checkmark) in the table to indicate your experience with this student. (Additional comments can be recorded in the space provided.)

Attributes/Attitudes/Skills	Consistently Demonstrates	Often Demonstrates	Needs Guidance	N/A
Dependable				
 consistent, steady, independent, and reliable 				
 works with minimal supervision 				
 copes with uncertainty and adapts to change 				
Initiative				
 self-motivated and enthusiastic 				
 looks for additional tasks when work is completed 				
 acts on opportunities for improvement 				
Industrious				
 manages time well 				
 willing to undertake new projects 				
Responsible				
• accepts responsibility for his/her actions				
 performs assigned tasks with care 				
 diligent and conscientious 				
Positive Attitude and Behaviour				
 deals with people, problems and 				
situations with honesty and integrity				

Work Safety and Appearance		
 aware of personal health and safety 		
demonstrates practices and procedures		
supporting safety		
Teamwork		
 open and supportive of the thoughts, 		
opinions and contributions of others		
• respects diversity, individual differences		
and perspectives		

Additional Comments:

Signature of Community Reference: _____ Date:_____ Date:_____

This form is to be returned to the student in a sealed envelope in support of their application for co-operative education.

Thank you for your assistance!

Take care,

John Fraser.