

## 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 (✓) 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
<b>Dependable</b> <ul style="list-style-type: none"> <li>• consistent, steady, independent, and reliable</li> <li>• works with minimal supervision</li> <li>• copes with uncertainty and adapts to change</li> </ul>				
<b>Initiative</b> <ul style="list-style-type: none"> <li>• self-motivated and enthusiastic</li> <li>• looks for additional tasks when work is completed</li> <li>• acts on opportunities for improvement</li> </ul>				
<b>Industrious</b> <ul style="list-style-type: none"> <li>• manages time well</li> <li>• willing to undertake new projects</li> </ul>				
<b>Responsible</b> <ul style="list-style-type: none"> <li>• accepts responsibility for his/her actions</li> <li>• performs assigned tasks with care</li> <li>• diligent and conscientious</li> </ul>				
<b>Positive Attitude and Behaviour</b> <ul style="list-style-type: none"> <li>• deals with people, problems and situations with honesty and integrity</li> </ul>				
<b>Work Safety and Appearance</b> <ul style="list-style-type: none"> <li>• aware of personal health and safety</li> <li>• demonstrates practices and procedures supporting safety</li> </ul>				
<b>Teamwork</b> <ul style="list-style-type: none"> <li>• open and supportive of the thoughts, opinions and contributions of others</li> <li>• respects diversity, individual differences and perspectives</li> </ul>				

Additional Comments:

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Signature of Community Reference: \_\_\_\_\_ Date: \_\_\_\_\_

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

Thank you for your assistance!