



(to be filled out by the volunteer and provided to the tutor coordinator to follow-up with the reference)

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email of Reference: \_\_\_\_\_

1. My relationship to the reference is:

- |   |   |
|---|---|
| <input type="checkbox"/> A personal friend    | <input type="checkbox"/> My employee          |
| <input type="checkbox"/> An acquaintance      | <input type="checkbox"/> A co-worker          |
| <input type="checkbox"/> My neighbour         | <input type="checkbox"/> Other, specify _____ |
| <input type="checkbox"/> A relative, my _____ |   |

2. How long have you known the reference?

- |  |   |
|--|---|
| <input type="checkbox"/> More than 5 years | <input type="checkbox"/> More than 1 year |
| <input type="checkbox"/> More than 3 years | <input type="checkbox"/> Less than 1 year |

3. To what degree does the reference know you on a personal level?

- |   |  |
|---|--|
| <input type="checkbox"/> They have limited knowledge      | <input type="checkbox"/> They have some knowledge      |
| <input type="checkbox"/> They have considerable knowledge | <input type="checkbox"/> They have extensive knowledge |

4. Have you made the reference aware that we may be contacting them.

- Yes  No

5. Briefly, what do you think your reference will say about you?

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