



3231 Kingsway  
 Vancouver, B.C. V5R 5K3  
 Phone: (604) 323-1433  
 Fax: (604) 321-4144  
 www.spectrumsociety.org

### APPLICANT REFERENCE FORM

Applicant's name:	Date of reference:
Reference name:	Employer / company name:
Reference Phone/Email:	Reference Signature:

The applicant has applied for a position at Spectrum Society to provide support to persons with disabilities. Your assistance in providing a reference is requested. Please complete this form and return it by email to [personnel@spectrumsociety.org](mailto:personnel@spectrumsociety.org) as soon as possible. If you prefer, you can print out the form and mail or fax it to the address / fax number noted above.

Confirmation of hiring is contingent on successful references being completed. If you prefer not to provide a reference at this time, please let the applicant know so he / she can request an alternate. Thank you for your support!

Please rate the applicant's performance in each of the following areas (check / mark with X):

	Always	Usually	Sometimes	Seldom	N/A
Applicant's overall job performance meets expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant demonstrates initiative and an ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant demonstrates commitment to the organization's mission and goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant follows through on assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's attendance and punctuality meet expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant demonstrates flexibility and a willingness to try new things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has good communication skills and works well as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant demonstrates effective problem solving and conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant demonstrates a willingness to learn and is accepting of feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other comments or concerns					
What was your relationship to the applicant (eg. supervisor, co-worker?)					
How long have you known the applicant?					
Would you hire this person again?					

THANK YOU FOR YOUR FEEDBACK!