

Dear Referee,

Please use this form to provide a written reference for ______ who has applied to volunteer at Vaughan Public Libraries.

Vaughan Public Libraries screens all volunteers by asking for written references. Your responses are confidential.

Please complete this form and email it directly to the Volunteer Supervisor as provided to you by the volunteer applicant.

Thank you for your assistance and for taking the time to complete this form.

Referee	e: Name					
Occupat	ation:					
Referee	e's Phone Number: <u>()</u> T	oday's Date:				
How long have you known the applicant?						
Questions						
1. Ho	low do you know the applicant?					

2. What words would you use to describe this person?

3. Have you had the opportunity to see this person interact with the public, including children? If so, describe the experience.



4. Do you think this person will be a suitable library volunteer? Why or why not?

5. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (select the appropriate number for each characteristic).

Responsibility	1	2	3	4	5
Communication	1	2	3	4	5
Work Ethic	1	2	3	4	5
Ability to Interact with Others	1	2	3	4	5
Patience	1	2	3	4	5
Punctuality	1	2	3	4	5
Attendance	1	2	3	4	5

6. Is there anything else you would like to tell us about this person?

Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed, and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).