



**REFERENCE FORM**  
**(Confidential)**

**TO BE COMPLETED BY THE APPLICANT:** Please complete this section before sending this form to a referee of your choice.

Surname _____	Given Names _____	Previous Names (if applicable) _____
Phone Number: ( _____ ) _____	Student Number (if known) _____	
Relationship to Referee: _____		

**TO BE COMPLETED BY THE REFEREE:** Please complete this form and return it **directly** to:

**Admissions**  
Registration Centre  
Vancouver Island University  
900 Fifth Street  
Nanaimo, BC V9R 5S5

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Your position in relation to the applicant: \_\_\_\_\_

Position the applicant held: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Dates of employment from: \_\_\_\_\_ to: \_\_\_\_\_

The above applicant has made application to pursue academic education in the Child and Youth Care Program in the Human Services Programs Area at Vancouver Island University. As part of the application process, two referees are asked to complete this form. Please comment on the following (feel free to use additional pages):

1. Briefly describe your history and relationship to the applicant.

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2. Describe, briefly, your understanding of the practice field of Child and Youth Care and your connection to the field.

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3. The course work in the Child and Youth Care program is academically and personally demanding. Comment on your opinion of the applicant's readiness and suitability to enter this field of study at this time.

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4. Describe the qualities that you believe this person would bring to studies related to working with children, youth and families and their eventual practice in the field of Child and Youth Care.

Comments: \_\_\_\_\_

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5. Comment on the areas of support that you believe this applicant may require to be successful in such a field of study.

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6. Please indicate your recommendation of this applicant with rationale:

- Highly recommended
- Recommended
- Recommended with reservations
- Not recommended

Rationale: \_\_\_\_\_

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**To the referee:**

<p>The information on this form <u>may</u> be released to the candidate through Access to Information under the Freedom of Information and Protection of Privacy Act.</p>
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