

**Child and Youth Care Programs**

**REFERENCE FORM  
(NON-CONFIDENTIAL)**

**TO BE COMPLETED BY THE APPLICANT:** Please complete this section before sending this form to a referee of your choice. It is recommended that you utilize referees who are professionally employed, or who volunteer in the Child and Youth Care or Human Services field. Referees have supervised you in your work (i.e. paid work, volunteer work, coaching, child-minding, teaching, leaders-in-training etc.) with children, youth, and/or families.

Surname \_\_\_\_\_ Given Names \_\_\_\_\_ Previous Names (if applicable) \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Student Number (if known) \_\_\_\_\_

Relationship to Referee: \_\_\_\_\_

**TO BE COMPLETED BY THE REFEREE:**

The above applicant has applied to pursue academic education in the Child and Youth Care Program in the Faculty of Health and Human Services at Vancouver Island University. As part of the application process, two referees are asked to complete this form.

Please complete this form and return it **directly** to:

Admissions | Registration Centre  
Vancouver Island University  
900 Fifth Street  
Nanaimo, BC V9R 5S5  
Email: [Carine.Hutchinson@viu.ca](mailto:Carine.Hutchinson@viu.ca)  
Fax: 250-740-6479

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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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