BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Community/Employer Reference Form

Please Print

Student's name:_____   Grade: _____

Last name   First Name

This student has applied for industry training in_____.
This program has an extensive out-of-school component. Student participants will be awarded credits for graduation as well as hours towards their apprenticeship certificate qualification (if applicable).

Please assist in the selection process by providing the following information about the student and by giving frank comments that will assist in the placement of those students who might benefit from such a program.

How long have you know this student? _____

Please check (√) the most appropriate frequency demonstrated by this student for each of the following traits.

This student demonstrates:	Always	Usually	Sometimes	Seldom	Not applicable
positive attitude and is enthusiastic to learn and participate.					
willingness to take initiative.					
ability to be cooperative and work well with others.					
sensitivity and consideration towards others.					
honesty, and respects confidentiality					
ability to accept constructive criticism and change behaviour accordingly.					
attentiveness, and is able to listen and follow directions.					
ability to speak clearly and audibly.					
appropriate questioning, and can articulate thoughts or ideas.					
clear and concise writing with few errors.					
ability to concentrate on the tasks assigned.					
ability to complete projects and assignments accurately and within time lines					
ability to use the technology specific to the workplace.					
understanding of appropriate dress and grooming for the job.					
ability to observe the company's safety rules and regulations.					
respect for, and abides by company policies related to break times and hours of work.					

	Excellent	Good	Average	Needs Improvement	
Overall Attitude:					

January 2016

Can this student be counted on to represent the school and school district favourably in a community work experience setting?

☐ Yes   ☐ Possibly   ☐ No

Please comment on the student's overall attitude and suitability for participation in this program and/or entry-level employment:

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Reference completed by:_____

Company/Organization _____

Contact phone number:_____

Signature: _____ Date: _____

January 2016