



Letter of Reference for Applicant

I have been approached by the above-named Canadian Forces applicant to provide reference information on his/her behalf. I understand that the information that I will provide is part of the Canadian Forces enrolment screening process to confirm whether the applicant can be expected to be reliable and trustworthy in the performance of his/her duties, in the protection of the assets and interest of the Department of National Defence and its personnel. I also understand that the information provided will be protected (treated as "confidential"). However, legally, the CF may be required to divulge information that may relate to national security concerns, or, upon receiving a formal request through the *Privacy Act*, to release information to the applicant. I confirm that I:

- ◆ am an adult;
- ◆ am not a relative of the applicant; and
- ◆ know the applicant well enough to provide a worthwhile assessment.

I understand that, should I have any additional information that directly relates to the issue of the applicant's reliability or questions regarding the process, I may call the Recruiting Centre at 1-800-856-8488.

Reference Questions

- ◆ What is your relationship to the applicant? (For example, employer, friend, neighbour or teacher)

- ◆ How long have you known the applicant? _____ year(s)/month(s).

- ◆ Describe your relationship with the applicant:

➤ **Employment Reference:** As a current or past employer, please indicate the length of time the applicant worked for you, the position held, and comment on their quality of work, level of supervision, acceptance of criticism, performance under stress. _____

➤ **Educational or Personal Reference:** Tell us how you have come to know the applicant and describe your current relationship. _____

- ◆ How does he/she get along with other people? Provide examples. _____

- ◆ What are this person's strengths and/or skills? _____

- ◆ What do you see as this person's weaknesses; issues he/she have difficulty with? _____

- ◆ How would you describe the personality and temperament of this person? (For example, easy-going, hard to get along with, high-strung, pleasant, has a sense of humour, etc.) _____

- ◆ Has he/she ever demonstrated any characteristics that you believe would cause a problem if he/she was to become a CF member? If yes, explain. _____

- ◆ Do you believe the applicant to be:
 - > Honest Yes No If no, why not? _____
 - > Trustworthy Yes No If no, why not? _____
 - > Mature Yes No If no, why not? _____
 - > Responsible Yes No If no, why not? _____
 - > Reliable Yes No If no, why not? _____
- ◆ Does he/she associate with persons of questionable character? In what capacity? _____

- ◆ Do you recommend him/her to the Canadian Forces? If no, why not? _____

- ◆ Is there any other information you would like to provide about the applicant that you believe relates to the issues of trust and reliability? _____

Reference Contact Information

For clarification of any of the information provided, I can be contacted at the following address:

Name: _____
 Address: _____ City: _____ Province: _____ Postal Code: _____
 Work Phone: () _____ Home Phone: () _____

Certification

The information that I have provided is, to the best of my knowledge, true and accurate.

Reference's Signature: _____ Date: _____

Complete Instructions

Please return the letter to the Recruiting Centre in the enclosed self-addressed envelope. Thank you for taking the time to provide information that will assist with determining this applicant's reliability and suitability for employment in the Canadian Forces.