Step 6: References

Archdiocese of Toronto

STRENGTHENING THE CARING COMMUNITY

- Reference Letter -

The Archdiocese of Toronto requires volunteers working in Positions of Trust to provide references as part of their screening to help ensure the safety of vulnerable members of our community. The Archdiocese keeps this form in a secure and confidential file.

Applicant Name:

Parish Name:

This applicant has submitted your name and contact information as a reference. Please review the position summary and answer the questions below.

Position Summary

Title:

Responsibilities:

The information you provide is an important tool in our decision-making process. Please include details that are relevant and accurate and base your assessment on your direct experience and interaction with the referee.

Name:

Phone Number:

Email Address:

1. How do you know the candidate?

2. How long have you known the candidate?

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3. What skills or experience do they have that make them suitable for this role?

4. Do you have any concerns with the candidate working with vulnerable members of our parish community? (e.g. seniors, children)

5. Scale:
1 – No evidence of skill/behaviour
2 – Limited evidence of skill/behaviour
3 – Acceptable evidence of skill/behaviour
4 – Extensive evidence of skill/behaviour

COMPETENCY / WORK ETHIC	RATING (1 -4)	COMMENTS
Dependability		
Responsibility		
Communication Skills		
Interpersonal Skills		
Respectfulness		
Professionalism		

6. Do you have any other comments?

Reference's signature:

Date:

Parish Volunteer Screening Coordinator:

Parish Address:

Thank you for taking the time to complete this reference.