



Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills ON L7G 5G2
 www.haltonhills.ca

Recreation & Parks Volunteer Reference Form

The Town of Halton Hills' Recreation and Parks Department would appreciate your assistance in providing us with a written reference for the volunteer applicant named below. Applicant, please forward this form to two (2) separate references for completion. References can mail or fax forms to Recreation and Parks, or provide them to the applicant to return.

Please note that the Recreation Coordinator, Special Events and Volunteer Services may call to follow up on references to request further details or clarification.

All forms must be completed in full. (Please note that family members and/or peer friends are not acceptable reference sources. All references must be 18 years of age or older).

Volunteer Applicant Name: _____ **Reference Name:** _____
Volunteer Position Applied for: _____ **Reference Telephone:** _____
Reference Email Address: _____

1. How long have you known the applicant and in what capacity?

2. What do you consider to be the applicant's strengths?

3. Please describe any training or areas of improvement that would be helpful to the applicant.

4. Does the applicant readily ask for assistance, direction or clarification if needed?

Yes No Unsure

If *unsure*, please explain why:

5. Do you feel the applicant is responsible and reliable?

6. How would you describe the personality and temperament of the applicant?

7. Can you comment specifically on the applicants interpersonal skills?

8. Can you think of a time when the individual exhibited leadership or initiative?

9. This volunteer role requires the individual to make a commitment; do you feel they will honour that commitment?

10. Would you include this individual in a volunteer role that included duties/activities with vulnerable population groups such as children, or matters that included dealing with money?

Yes No Unsure
If *unsure*, please explain why:

11. Is there any reason you would not recommend the applicant for a volunteer position with the Town?

Additional Comments:

Signature: _____ Date: _____

**Please return this form to the Recreation Coordinator, Special Events and Volunteer Services in the Recreation and Parks Department. 1 Halton Hills Drive, Halton Hills ON, L7G 5G2
Phone: (905) 873-2601 ext. 2273, Fax: (905) 873-1587, Email: volunteer@haltonhills.ca

The personal information on this form is collected under the authority of the Municipal Act, as amended. The information will be used to determine applicant eligibility. Questions about the collection of this information should be directed to the Town's Records/FOI Coordinator at 905-873-2601 ext. 2356 or foi@haltonhills.ca.