



Summer School Cooperative Education REFERENCE FORM

*****Students need to submit this completed and signed form with their Summer Cooperative Education Application*****

Thank you for taking the time to complete this reference form. Information you provide will assist us in determining the student's suitability and chances for their success in the Summer Cooperative Education program.

****Please give completed/signed form to student to submit with their Coop Application due by May 10, 2022****

Student's Name:	
School:	
Referred by: <input type="checkbox"/> Guidance Counsellor <input type="checkbox"/> Principal <input type="checkbox"/> Vice Principal <input type="checkbox"/> Teacher <input type="checkbox"/> SHSM Lead	
Reference Name:	Phone #:

Please check off one answer for each category that best describes the above named student.

Note: Unfavourable responses do not necessarily preclude the student from being accepted into cooperative education.

Attendance	<input type="checkbox"/> Too frequently absent for continued employment <input type="checkbox"/> Not regular enough in attendance <input type="checkbox"/> Usually dependable <input type="checkbox"/> Dependable <input type="checkbox"/> Never absent except for unavoidable emergency	Punctuality	<input type="checkbox"/> Too frequently tardy for continued employment <input type="checkbox"/> Very often tardy <input type="checkbox"/> Punctuality could be improved <input type="checkbox"/> Seldom tardy <input type="checkbox"/> Never tardy except for unavoidable emergency
Personal Appearance	<input type="checkbox"/> Extremely careless <input type="checkbox"/> Often neglects appearance <input type="checkbox"/> Passable appearance, should make effort to improve <input type="checkbox"/> Very good appearance, looks neat most of the time <input type="checkbox"/> Excellent appearance, well dressed all of the time	Courtesy	<input type="checkbox"/> Has been discourteous to other students and staff <input type="checkbox"/> Not particularly courteous in action and speech <input type="checkbox"/> Usually polite and considerate of others <input type="checkbox"/> Considerate and courteous <input type="checkbox"/> Very courteous and considerate of others
Co-operation	<input type="checkbox"/> Antagonistic, pulls against rather than co-operating <input type="checkbox"/> Difficult to handle <input type="checkbox"/> Usually gets along with others <input type="checkbox"/> Co-operates willingly, gets along with others <input type="checkbox"/> Gets along with others, is friendly and helpful	Initiative	<input type="checkbox"/> Takes no initiative, has to be instructed repeatedly <input type="checkbox"/> Takes very little initiative, requires urging <input type="checkbox"/> Does routine work acceptably <input type="checkbox"/> Fairly resourceful, does well by him/herself <input type="checkbox"/> Resourceful, looks for things to learn and do
Adaptability	<input type="checkbox"/> Can't adjust to changing situations <input type="checkbox"/> Slow grasping ideas, difficulty adapting to new situations <input type="checkbox"/> Makes adjustments after considerable instruction <input type="checkbox"/> Adjusts readily <input type="checkbox"/> Industrious, concentrates very well	Work Habits	<input type="checkbox"/> Habitually wastes time, has to be watched/prodded <input type="checkbox"/> Frequently wastes time, needs close supervision <input type="checkbox"/> Usually reliable, wastes time occasionally <input type="checkbox"/> Reliable, seldom wastes time <input type="checkbox"/> Industrious, concentrates very well
Attitude Toward Constructive Criticism	<input type="checkbox"/> Doesn't profit by criticism, resents it <input type="checkbox"/> Doesn't pay attention to criticism <input type="checkbox"/> Accepts criticism and tries to do better <input type="checkbox"/> Accepts criticism and improvement noted <input type="checkbox"/> Accepts criticism and improves greatly		

Please answer the following questions:

Would you want this student working for you? Yes No

How would you describe this student's Maturity Level? Above Average Average Below Average

Please provide any additional comments that could assist us in our selection process (use back of form if you require more space).

Signature: _____ Date: _____