



## References

Please ensure that the information about your references is filled out accurately and legibly.  
**The following references must have known you for at least the previous five (5) continuous years.**

Name of Applicant \_\_\_\_\_

<b>Reference # 1</b> – How long have you known this reference? _____ Year(s)/ _____ Month(s)				
First Name	Last Name	Relationship	Occupation/Position	
Daytime Phone #	Evening Phone #	Fax #	Email Address	
Street #	Street Name	City	Province	Postal Code

<b>Reference # 2</b> – How long have you known this reference? _____ Year(s)/ _____ Month(s)				
First Name	Last Name	Relationship	Occupation/Position	
Daytime Phone #	Evening Phone #	Fax #	Email Address	
Street #	Street Name	City	Province	Postal Code

<b>Reference # 3</b> – How long have you known this reference? _____ Year(s)/ _____ Month(s)				
First Name	Last Name	Relationship	Occupation/Position	
Daytime Phone #	Evening Phone #	Fax #	Email Address	
Street #	Street Name	City	Province	Postal Code



## Preparing Your References

It is the responsibility of the Department of National Defence to screen all potential employees to determine their suitability and reliability. The Canadian Forces may contact the references that you provide, as well as other individuals who may be suggested to check on your background, personal and professional relationships, as well as your work ethic. The reference checks, conducted through letters received and phone calls, are methods of confirming that you can be expected to be reliable and trustworthy in the performance of your duties and in the protection of the assets and interests of the Department of National Defence and its personnel.

As the information that your references will provide on your behalf is taken seriously, it will be necessary for you to carefully choose your references. Listed below are some helpful points to keep in mind when considering a reference.

### Who Can Be a Reference?

Any adult, who is not immediate family or a relative, can act as a reference. Your references must have **known you for at least five (5) continuous years** (or to age 16, whichever comes first). It is advisable to choose references who can provide information about you from a variety of different perspectives. These people must be able to tell the interviewer about your personal character.

- **Employment References:** These persons are former or current co-workers, supervisors or employers.
- **Educational References:** These persons are former or current teachers, professors or coaches who will attest to how quickly you learn and how diligent you are/ were as a student.
- **Personal References:** These persons are neighbours, family friends, religious/spiritual leaders or community leaders who have known you through various stages of your life.

### Supporting Your Reference

- **Ask Permission:** Before volunteering a name as a reference, be sure to ask for their permission. By asking permission, you will show your respect for the reference and their busy schedule. Most of the time, the reference will be pleased to help you in your career search. You need to respect your reference's wishes before submitting their name for a follow-up phone call. Ensure to request both a daytime and evening phone number, at which they can be contacted by recruiting staff for purposes of a short 10-minute reference interview.
- **Provide Your Personal Information:** Before you give the name of your references to the Recruiting Centre, it is suggested that you give your references a copy of your résumé, as well as a description of the occupation(s) for which you are applying and a list of special skills and abilities that you would like your reference to note during the reference checks. The easier it is for a reference to assist you, the more likely that he or she will agree to be your reference.
- **Possible Questions:** Here is a list of the type of questions that may be asked of your reference:
  - How long have you known the applicant?
  - Describe how the applicant interacts with other people.
  - What do you believe are the applicant's strengths and weaknesses?
  - Is the applicant trustworthy and reliable?
  - How would you describe the quality of the applicants work?

**Thank Your References:** References may appreciate knowing how your file is proceeding. Periodically during the application process, call or send a letter of thanks to your references and provide an update on your situation.