

REFERENCE CONSENT FORM

The Freedom of Information and Protection of Privacy Act requires signed authorization from all candidates for employment in order to do supervisory reference checks and verification of resume information. Without the signed authorization, references on recommended candidates cannot be done. If you have any questions, please call Human Resource Services at Extension 1630.

Note: Internal candidates of Georgian College. Please include your current supervisor at the College.

Please take the following into consideration as you choose your references:

Your references must be a direct supervisor (not a colleague, peer or friend) who:

- Has had an adequate opportunity to observe you in job-relevant situations. Therefore, the reference should have an in-depth and direct knowledge of your work and be able to answer specific questions pertaining to your achievements and strengths.
- Has worked with you recently and generally for at least six months within the last five years if possible.
- Is open and candid in communicating relevant information about your work performance.
- Is aware of the steps involved in a structured reference check process. You may want to provide them with information in regards to the position you are applying for and send them back up material for them to refer to.

Your responsibility is:

- Ensuring that the references have agreed to provide reference information and they will be available to be contacted within the timeframe of the interview process.
- Providing your references with backup information on the position you are applying for and an up-to-date resume if relevant.
- Ensuring accurate and current contact information is provided on your references.
- Providing alternate references if possible.

In accordance with the FREEDOM OF INFORMATION AND PROTECTION ACT, I authorize Georgian College to verify all information and/or data contained in my application/resume including contacting the persons and/or organizations listed below for the purposes of obtaining reference information and confirming performance data contained in my employee file(s).

APPLICANTS NAME: _____ COMPETITION NO. _____

References that you are providing should be direct supervisors as indicated by the instructions.

Name of Reference	Organization and Job Title (Current)	Past Working Relationship / Organization (supervisors only)	Phone # and Email

I give permission to Georgian College to contact the persons listed above for the purposes of obtaining reference information directly related to the position applied for.

SIGNATURE _____ DATE: _____

NOTE: Information contained in resumes/ applications is used in calculating appropriate salary levels, verifying education and other job related information false statements may disqualify applicants from employment, or cause dismissal.