

Complete this reference consent form and take it with you to your next job interview.

Name	Job Posting No. (if applicable)
Job Applied for	Division

Please provide at least two (2) employment and/or professional references. References must be work related and someone to whom you have reported (i.e. **supervisors or managers**). If you do not have recent work experience, volunteer coordinators and teachers may be used.

Current Supervisor/Manager or Most Recent Reference

Name of Reference	Job Title
Organization Name	Employment/Volunteer Period
Relationship to Candidate	Daytime Telephone No.
Email or Fax * (optional) for external references only	

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* **Alert:** E-mail and Fax are not secure means to transmit personal information and increase risk of inadvertent disclosure to persons other than intended recipients. By providing a referee's e-mail and fax information, you consent to allow use of these methods if unable to establish telephone contact.

I authorize the City of Toronto to contact the persons listed above for the purpose of obtaining reference information. These persons are authorized to disclose such reference information.

Signature	Date
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V. August 2009