



Early Childhood Education Bursaries

Request for Reference

An applicant for a bursary to help cover the costs of Early Childhood Education studies has named you as a reference in support of their application. Your opinion about this applicant's ability to work well with young children will be helpful in assessing their suitability for this bursary, and we would greatly appreciate your time in responding to the following questions.

Please use a separate sheet to provide written responses to the questions below. Include concrete examples wherever possible to demonstrate the applicant's qualities and skills. Be sure to write the name of the applicant on each page of your reference, number the pages, and print your name, sign, and date the document at the end.

Please send your completed reference directly to the Child Care Services Unit – not the applicant – using the contact information at the end of this document. If you have any questions while you are filling out the reference, please contact the Early Learning and Child Care at earlylearning@yukon.ca or by phone at 667-3492 or 1-800-661-0408 extension 3492.

Reference Questions:

- 1) How long have you known the applicant?
- 2) What is your relationship with the applicant? Family member, friend, employer (including babysitting), student, volunteer work, other (please specify).
- 3) If you know the applicant as an employer or through volunteer work, please specify what type of work they do/did for you, when and for how long. Were you satisfied with the quality of their work? Were they a reliable worker?
- 4) If you know the applicant as a student, what kind of a student were they? Were you satisfied with the quality of their work? Were they reliable?

- 5) How would you describe this individual's personal attachment to their community? For example, how long have they lived there, have they been employed or done local volunteer work there, have they participated in community activities, etc?
- 6) What personal qualities does the applicant have that you feel are important for someone working with young children? How have they demonstrated these qualities?
- 7) Has the applicant indicated to you their desire to pursue a career in early childhood education? If so, did they explain why they wish to pursue such a career?
- 8) Do you feel the applicant is suited to working with young children? Why/why not?
- 9) Have they demonstrated a commitment to improving their educational qualifications? In what way?
- 10) Please note any additional remarks about this person's ability or experience that you feel are important in considering their bursary application for assistance in taking Early Childcare Education courses.

Please ensure that you forward your completed reference directly to the Early Learning and Child Care unit in the manner that is most convenient for you (mail, email or in person). The applicant should not submit the document themselves; this is to ensure that we get your reference exactly as you intended. You are, however, free to share a copy of your reference with the applicant if you choose to do so. You should also be aware that the applicant can request a copy of your reference under the Access to *Information and Protection of Privacy Act*.

By Mail:

Early Learning and Child Care
Department Education
Government of Yukon
Box 2703 (E - 23)
Whitehorse YT Y1A 2C6

By e-mail: earlylearning@yukon.ca

In-person drop-off: 1000 Lewes Blvd, Whitehorse

Thank you for completing this personal reference.