

Good character reference form

Reference form

Introduction

The person named above has applied for registration with *REGULATOR* and has given your name as a referee. It would be appreciated if you would complete this form and return it to *REGULATOR*.

In order to be eligible for registration, each applicant must be of good character. As a referee, you are asked to provide information on your knowledge of the applicant's character, so that *REGULATOR* can ensure that this requirement is met. Because granting licences is based on peer evaluation, the comments of referees are critical to the process. Please provide as much input and guidance as possible to *REGULATOR*.

We ask you to consider carefully your answers to the questions contained in this reference form and to keep in mind the criteria for good character. Please do not suppress any information that might influence the decision. Information that you share is used to identify risks which *REGULATOR* will follow-up on.

[Each regulator should insert information here about their privacy policy and how the information gathered on this form will be used or disclosed. For example: *"Any information that you disclose will remain private and confidential and will not be revealed without your written consent."*]

REGULATOR is responsible for maintaining the professional standards of its licence holders, and needs your support to do this. Your opinion of the applicant is essential to enable REGULATOR to assess accurately the qualifications of the applicant. In addition, if you are a professional registrant, you have a professional obligation to report candidly and objectively.

Thank you for your input.

REGULATOR

Questions

If you are unable to act as a referee, please indicate the reason:

Question 1

Are you:

- » A registered engineer
- » A registered geoscientist
- » Other, please specify: _____

*In the province/ jurisdiction of:
Licence number:*

Question 2

How long have you known the applicant?

Question 3

*Please describe your **professional relationship** to the applicant.*

- » Supervisor
- » Colleague
- » Client
- » Other, please specify:

Question 4

Please describe your personal relationship to the applicant, if any (for example: friend, parent, spouse, other family member).

If you reply “YES”, to any of questions #5 through #10, please provide details on a separate sheet

Question 5

Have you ever seen or known the applicant to mislead or misdirect others? (Yes/No/Not able to answer)

Question 6

Have you ever seen or known the applicant to falsify documents? (Yes/No/Not able to answer)

Question 7

Have you ever seen or known the applicant to demonstrate intolerance or lack of respect? (Yes/No/Not able to answer)

Question 8

Have you ever seen or know the applicant to blame others for their actions, or to take credit for other's work? (Yes/No/Not able to answer)

Question 9

Have you ever seen or known the applicant to give preferential treatment to one group over another? (Yes/No/Not able to answer)

Question 10

Have you ever seen or known the applicant to break laws or rules? (Yes/No/Not able to answer)

If you reply “NO”, to any of questions #11 through #14, please provide details on a separate sheet

Question 11

In your opinion, does the applicant understand and apply the Code of Ethics? (Yes/No/Not able to answer)

Question 12

In your opinion, does the applicant know the limits of their own knowledge and has the required judgment to practise independently and safely as an engineer? (Yes/No/Not able to answer)

Question 13

In your opinion, will the applicant be able to take responsibility and accept accountability for engineering work if licensed? (Yes/No/Not able to answer)

Question 14

In your opinion, does the applicant have the required qualities of integrity, honesty and trustworthiness to be an engineer? (Yes/No/Not able to answer)

Question 15

Please consider the following options carefully, and check ONE only:

- » *In my opinion the applicant has the required character for an engineer and I recommend registration.*
OR
- » *In my opinion registration should be withheld or deferred for the following reasons: **OR***
- » *I am not qualified to respond.*

Question 16:

Signature:

Position:

Date:

Employer/Firm:

If the person completing this form is not a registered Engineer or Geoscientist in Canada, please include a resume (C.V.)

The following information should be provided by the regulator as an appendix to the form, or as a pop-up / additional information for an online version of the form.

Good character connotes moral and ethical strength and includes integrity, candour, honesty and trustworthiness. Good character is generally held to comprise three elements:

1. *The ability to tell the difference between right and wrong.*
2. *The courage to do what's right, no matter the personal consequences.*
3. *The ability to assess these issues, within the context of the practice of the profession, in the best interests of the public as a whole.*

Traits of good character which can be observed and evaluated include:

1. **Trustworthiness:** *People who are trustworthy are honest, loyal, and reliable - they do what they say they'll do. They have the courage to do the right thing, and they don't deceive, cheat or steal.*
2. **Respect:** *Showing respect means being considerate of others and tolerant of differences. It also means using good manners. People who demonstrate respect make decisions that show that they value their health and that of others. They treat people and property with care.*
3. **Responsibility:** *Being responsible means using self-control - responsible people think before they act and consider the consequences. They are accountable for their choices and decisions - they don't blame others for their actions. Responsible people try to do their best, and they persevere even when things don't go as planned.*
4. **Fairness:** *People who are fair play by the rules, take turns, and share. They are open-minded, and listen to others. They don't take advantage of others, and they don't assign blame to others.*
5. **Caring:** *People who are caring are kind and compassionate. They express gratitude, are forgiving, and help people in need.*
6. **Citizenship:** *People who demonstrate good citizenship advocate for a safe and healthy community. A good citizen obeys laws and rules and respects authority. Being a good neighbour and cooperating with others are also parts of good citizenship.*

It is not necessary to display all of these traits in order to be “of good character”. However, they are indicators which would lead one to believe that an individual does possess good character.