



# Applicant Reference Checks

## Canadian Newcomer Entrepreneur Program

**Reference Process.** In order to assist the under mentioned applicant (“**Applicant**”) to apply for Canadian Youth Business Foundation (“**CYBF**”) loan funding, it would be appreciated if you would respond to the following questions. If you require additional space for your comments, please attach a separate page. Once you have responded to the questions, please:

1. Sign this document on the last page.
2. Enclose this document (and any additional pages) in a sealed envelope.
3. Write both CYBF and the Applicant’s name on the outside of the envelope. Return the sealed envelope to the Applicant OR fax this form to the CYBF community partner associated with the Applicant (“**Community Partner**”) (please contact the Applicant for the fax number).

Please note that the CYBF reserves the right to contact you to verify the information below

**Eligible References.** Acceptable references come from current employers, bankers, accountants, and religious or recognized community leaders. References from relatives are not acceptable. The referee, generally, should know the applicant for at least 6 months. The only references we accept are via this form.

**Privacy Notice.** By signing and submitting this form to the Applicant or the CYBF Community Partner on behalf of CYBF, you agree that the information contained in this form and any information shared pursuant to any subsequent discussion with a representative of CYBF or a CYBF Community Partner (collectively, the “**Statements**”) will be collected and used by CYBF personnel who have a need to access this information to consider the Applicant’s loan application, and will be disclosed to the loan review committee members who are considering the Applicant’s loan application. **This information will be treated as strictly confidential.** You acknowledge that (a) the Statements will be stored at CYBF’s offices in Canada in accordance with CYBF’s privacy policy; (b) you have a right to access and rectify any of your personal information held by CYBF; and (c) additional information on how CYBF collects, uses and discloses personal information, and the contact details of CYBF’s Privacy Officer, can be obtained at [www.cybf.ca/about-us/privacy-statement.htm](http://www.cybf.ca/about-us/privacy-statement.htm)

Date: \_\_\_\_\_

CYBF Applicant Name: \_\_\_\_\_

CYBF Applicant Business Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Reference Passport Issue Date (DD/MM/YY): \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

Reference Passport Number: \_\_\_\_\_

Reference Email address: \_\_\_\_\_

Reference Passport issued at: \_\_\_\_\_

Reference Canadian Citizenship Status: \_\_\_\_\_

### 1. What is your connection to the applicant?

---

---

### 2. How long have you known and how well do you know the applicant?

---

---

**3. What are the applicant's strongest traits?**

---

---

---

**4. Give some examples of how this individual has demonstrated these traits.**

---

---

---

**5. Have you seen the applicant in situations that demonstrate her/his ability to work well with other people?**

---

---

---

**6. Will he or she work well with a mentor (eg. Is he/she willing to meet regularly with the mentor, be responsive, open-minded, and committed to the mentoring process)?**

---

---

**7. Does this applicant have the capability to effectively run a new venture in Canada?**

---

---

---

**8. What character traits does the applicant have that you think might impede the success of his/her venture?**

---

**9. Is there anything else that we should know about this applicant?**

---

---

---

**10. What is your recommendation to CYBF on behalf of this individual?**

---

---

**11. Other comments.**

---

---

**Signature:** \_\_\_\_\_

\*Please remember to seal and return this questionnaire to the applicant in order to enable him/her to complete the application process, or you may fax it directly to the Community Partner.