



*“A place to find help
A place to find Friendship”*

153 Chapel Street, Ottawa, ON, K1N 1H5 PHONE: 613-241-2407 EMAIL: ccm@capitalcitymission.com

Dear Employer:

_____ has expressed an interest in joining the team at Capital City Mission, a Christ centered ministry in the inner city of Ottawa. It is our policy that all applicants provide us with a letter of reference from their employer. Below please find a reference form that you can fill out and return directly to us. All information provided by you will be held in strictest confidence.

1. How long has _____ been your employee?

2. As far as you know, is the applicant a dependable person?

3. Describe the kind of work _____ is/was doing for you:

4. On a scale of 1 to 10 (10 being very good). How would you rate the applicants people skills? _____.

5. Would you recommend this person for a volunteer position at Capital City Mission?
YES NO (please circle one)

If you have any further impressions of _____ talents and strengths as a servant and a team player, as well as any other thoughts you feel might aid us in making our decision we would be grateful. Please mail this reference letter directly to Capital City Mission.

Thank you for your cooperation in this matter.

Yours in Christ,

Timothy Meisenheimer

Rev. Timothy Meisenheimer
Director, Capital City Mission