Reference Release Form External Candidates

London Transit will require at least two professional references; one must be received from the candidate's current or most recent employer. If the position requires the candidate to hold a B or C license with a Z endorsement, a further reference demonstrating driving abilities will be required. London Transit's Human Resources department is responsible for completing references and will only contact references that the candidate(s) provided in writing.

Please note:

- Only work-related references will be accepted; these include individuals who are/were responsible for the candidates work performance (e.g. Supervisor, Manager, Dispatcher, Owner, etc.).
- If the candidate has limited work-related experience, London Transit may consider a reference from a professor or a volunteer organization.
- Co-workers, friends, family members and colleagues are **NOT** acceptable reference providers.
- It is the candidate's responsibility to ensure that reference providers will be willing to verify employment and be able to answer questions about work performance while employed under their supervision.
- Please note that additional reference providers may be requested during the recruitment and selection process.
- Failure to provide the requisite reference providers (as noted above) may remove your candidacy from consideration.

Please review and sign the following:

I authorize London Transit to conduct reference checks from those professional references listed. Each reference complies with the requirements of a professional reference, as noted above. I confirm that I have advised the persons I have listed below and provided their names and contact details to London Transit for their purposes of seeking a reference.

Date:	Printed Name:
	Signature:

	Professional Reference #1	**Professional Reference #2**
Name		
Title		
Company		
Phone (preferably the associated business)		
E-Mail (if available) (preferably the associated business)		
Best time of day to contact		