

**Applicant Information** (must be completed by applicant before forwarding to reference)

Applicant name	Date of birth
Trade name	Trade code
Note: You may be required to provide proof of your relationship to your reference, such as payroll records, government tax documents, or contracts, or invoices.	Type of Employment Experience: Self-employment experience Employment experience

**Instructions for references:**

This form is for an individual who is providing verification of an applicant’s work experience and competency in the practice of the above trade.

Verification must be provided by a former employer, manager, supervisor, or other person who has trade knowledge (preferably as a certified journey person), and who has direct knowledge of the applicant’s experience and competency in the trade. Only work experience practicing a trade will be considered (rather than work experience as a supervisor/manager).

Once this form is completed, the reference may return it to the applicant or may send it directly to Skilled Trades Ontario. Send completed forms to [assessments@skilledtradesontario.ca](mailto:assessments@skilledtradesontario.ca). Skilled Trades Ontario (or a third-party) will contact each reference to verify both the authenticity and content.

**Reference Information** (must be completed by the reference)

Reference name	Certificate # (if applicable)
Reference position/title in business	Reference’s relationship to applicant
Legal name of reference’s business (or employer)	
Operating name of reference’s business (or employer)	
Business address	Business phone number

Business website		
Applicant's start date	Applicant's end date	Full-time Part-time Seasonal Contract
Total months worked	Total hours worked	
<p><b>Describe the details of the applicant's trade experience for each position, including a detailed description of the performed tasks and skills and the context of the work.</b></p> <p>For the skills requirements for each trade, see <a href="#">Trade-Specific Requirements (in the Trade Qualifier Application Guide)</a> and visit <a href="http://skilledtradesontario.ca">skilledtradesontario.ca</a> to see the Training Standard for the trade.</p>		
Attach additional pages as needed		

**By signing below, I declare that all information I have provided on this form is true and accurate.**

When signed, this document is considered a legal attestation of the signatory's knowledge of the applicant's experience and competence in the trade. Note that it is an offence to make or assist with the making of a false representation or submit false information with respect to an application for trade certification under the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*, s. 37, para. 1-3.

If Skilled Trades Ontario determines that false, misleading, or incorrect information was provided, an application may be cancelled, revoked and/or refused. Additionally, if it is found that anyone attesting to an applicant's trade qualifications and/or experience has provided false or misleading statements of any kind, further consequences under BOSTA (including fines of up to \$10,000) may apply.

Reference signature	Date signed
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