

**Reference Form**

(Complete both pages and attach additional sheets if necessary.)

For: \_\_\_\_\_  
Applicant Name

Please use your personal knowledge of the applicant to respond to the following questions:

1. How long have you known the candidate, and in what capacity (employer, teacher, counselor, etc.)
  
  
  
  
  
  
  
  
  
  
2. Rate this applicant in the following areas, based upon your knowledge of their achievements and strengths. Please check the appropriate box.

	Strongly Disagree	Mostly Disagree	Somewhat Agree	Mostly Agree	Strongly Agree	Don't Know
A. The applicant has clear goals						
B. The applicant is motivated to reach these goals.						
C. The applicant has demonstrated they are responsible						
D. The applicant would be an inspiration to others.						

3. Tell us what you believe to be the applicant's particular strengths in their personal, educational or professional life. If possible, give specific examples.

**Reference Form**

(Complete both pages and attach additional sheets if necessary.)

4. What is your knowledge of the applicant's educational goals and their progress toward achieving these goals? Consider any barriers or difficulties they have overcome and their reaction to setbacks.

5. Is there any additional information we should know about this applicant?

Completed by: (give completed reference form to the applicant in a sealed envelope with your signature on the envelope seal)

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

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_