Confidential Reference: Employer - Recent

TRINITY WESTERN UNIVERSITY | SCHOOL OF **EDUCATION**

Please type or print clearly.

Note to the Applicant:

Enter your name and address in the Applicant section. Please provide a stamped envelope for the referee addressed to:

Post-Degree B.Ed. Program, School of Education, Trinity Western University
7600 Glover Road, Langley, BC Canada V2Y 1Y1

Or email the completed form to **June.Smith@twu.ca**

Applicant

Salutation: Rev.   Dr.   Mr.   Mrs.   Miss   Ms.

First, Middle, Last Name (s):

Address:

City: Province/State:

Country: Postal/Zip Code:

Tel: Email:

Reference

Salutation: Rev.   Dr.   Mr.   Mrs.   Miss   Ms.

First, Middle, Last Name (s):

Position: Company:

Address:

City: Province/State:

Country: Postal/Zip Code:

Tel: Email:

1. How long have you known the applicant?

2. In what context/relationship?

3. Dates of Employment with Company:

4. How well do you know the applicant?   Very Well   Well   Casually

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Reference (continued)

5. Evaluate the applicant's initiative and responsibility.

6. Comment on the applicant's interpersonal skills. What is his/her influence on others?

7. In what ways has the applicant demonstrated that he/she has an inquiring mind?

8. Evaluate the applicant's reliability, punctuality, and creativity.

9. Comment on the applicant's work ethic, ability to handle responsibility, and multi-task.

Reference (continued)

10. As an aid to our evaluation, we would appreciate any additional information that you can provide in terms of specific strengths and/or weaknesses of the applicant.

Recommendation

In consideration of the applicant's suitability for study and overall potential for success, please check one of the following:

I highly recommend   I recommend

I recommend with reservation   I do not recommend

Signature

Please sign here: Date: