

Professional reference forms must be completed by someone who is not a relative.

Part 1: To the applicant *(Complete Part 1)*

Submit a reference form to **three** individuals who know you well; 1) a professor from your previous college experience; 2) an employer/supervisor; 3) a social work professional or field supervisor. This reference will become part of your file, and will be used only for admission purposes. It will not be disclosed to any unauthorized individuals without your consent.

Applicant's Information

Name (Last, First, Middle): _____ Title: _____

Address (City State Zip): _____

Home Phone: _____ Work Phone: _____

Applicant's Waiver of Rights to Access

The Family Education Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission, employment, or receipt of honors to waive his/her right of access to confidential letters or statements written in his/her behalf if the recommendation is used solely for the purposes of admission if the candidate, upon request, is notified of the names of all persons making such recommendations on his/her behalf.

I do waive my rights to access (sign below). I do not waive my rights to access.

Waiver:

I hereby waive my rights to access this recommendation and appropriate attachments that have been written by _____ (name of recommender) on behalf of my application for admission to Mount Vernon Nazarene University. The waiver is effective as the recommendation is used solely for the purpose of admission.

Applicant's Signature: _____ Date: _____

Part 2: To the recommender *(Complete Part 2 and 3)*

The above named person is applying for admission to the social work program at Mount Vernon Nazarene University. As part of the application process, the applicant must provide three references. Your candid assessment of the student's current knowledge, skills, personal qualifications, and potential for social work are appreciated. Confidentiality of references cannot be guaranteed unless applicant waives right of access. Since the student's admission requires your evaluation, a prompt reply will be appreciated.

Name: _____ Title: _____

Agency/Organization/School: _____

Address (City State Zip): _____

Home Phone: _____ Work Phone: _____

Part 3: To be completed by the recommender

1. What is your relationship with the applicant?

Teacher/Professor Employer/Supervisor Social Work/Field Supervisor

I have known the applicant for approximately _____ years _____ months.

2. Please rate the applicant on the following characteristics in comparison to others whom you have known.

	Excellent	Above Average	Average	Below Average	No Basis for Judgment
Personal aptitude for the social work professions:					
Professional commitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to relate to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-awareness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emotional maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stress management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Openness to new ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assertiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to empathize	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to respect and work with diverse groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual/Academic:					
Intellectual capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation to learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meets deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral expression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional attributes:					
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to accept and utilize constructive criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Concern for social issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability & desire to practice within the code of ethics and professional values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude toward supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Please elaborate on any of the above ratings and the student’s potential for professional social work practice (use separate sheet as needed).

4. In considering overall qualifications, which best describes your recommendation?

- ___ Highly recommended
- ___ Recommended
- ___ Recommended with reservations (as indicated above)
- ___ Not recommended



Signature: _____ Date: _____

Submit form to Karen Boyd, LISW, Social Work Department at the address below or email as instructed by your enrollment counselor.

ADULT AND GRADUATE STUDIES