



**Instructions for applicant:** Fill out the top section of this form before giving to your reference writer.

Applicant First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Waiver Option\*:  
(applicant must choose one and sign)

**CONFIDENTIAL** - I hereby waive my right to read and review confidential statements of recommendations which are contained in, or a part of my application to the graduate program at Saint Martin's University. This waiver, which I understand that I am not obliged to sign, can only be revoked in writing and only with respect to confidential statements and recommendations placed in my record subsequent to the written revocation.

\_\_\_\_\_  
(sign here to choose confidential)

\_\_\_\_\_  
(sign here to choose non-confidential)

**NON-CONFIDENTIAL** - I retain the right to read and approve the contents of this reference after it is completed.

\*if the applicant does not sign one of the above, the reference will be considered non-confidential

**Instructions for reference writer:** The person whose name appears above wishes to use you as a reference. Please rate the candidate below. Your statements will be considered confidential or non-confidential as determined by the applicant's signature in the waiver option (above).

You are encouraged to make additional comments on the back of this sheet or in an attached letter.

CHARACTERISTIC	Lowest 25%	Middle 50%		Highest 25%		No basis for judgement
	Weak	Below average	Above average	Very good	Outstanding	
	0-24%	25-49%	50-74%	75-89%	90-100%	
Interest in Children / adolescents						
Organizational skills						
Oral communication						
Written communication						
Motivation/ persistence						
Ability to work with others						
Leadership						
Potential for successful completion of program						

I have known the applicant \_\_\_\_\_ years in the capacity of \_\_\_\_\_

Reference First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_ email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_