

Saint Martin's University Education Placement Service  
REFERENCE OF PROFESSIONAL COMPETENCY

Candidate: \_\_\_\_\_ Major: \_\_\_\_\_

**To the Reference Writer:** The person whose name appears above wishes to use you as a reference. Please indicate in what capacity and for how long you have known this person, comments on their performance and personal/professional qualifications. Your statements will be considered CONFIDENTIAL or NON-CONFIDENTIAL as determined by the signature in the waiver option

**Waiver Options:**

- **CONFIDENTIAL:** I hereby waive my right to read and review confidential statements or recommendations, which are contained in, or are a part of my placement file in the possession of, or used by the Education Placement Service. This waiver, which I understand I am not obligated to sign, can only be revoked in writing and only with respect to confidential statements and recommendations placed in my files subsequent to written revocation.

- *Candidates Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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

- *Candidates Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Prepared by (Please Print): \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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