



# College Reference Form

**Applicant's Name:** \_\_\_\_\_

**“Reference should not be a friend or relative of the candidate.”**

**Relationship to applicant:**

Instructor (CNA)  Employer/Supervisor  Other: \_\_\_\_\_

**How long have you known applicant?**

0-3 years  3-6 Years  6-10 years  10+ Years

**Please rate the applicant in the following areas on a scale of 1-5, with 1 being Unsatisfactory and 5 being Very Satisfactory or by checking “Unable to Assess”**

	Score (1-5)	Unable to Assess
Shows Initiative		
Demonstrates Leadership		
Works Cooperatively		
Works Independently		
Respectful towards self and others		
Positive Attitude		
Listening Skills		
Verbal & Written Communication Skills		
Shows Responsibility		
Attendance		
Punctuality		
Overall Performance		

**Additional Comments:**

***\*If you require more space, please attach a separate sheet.***

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Print or Sign:** \_\_\_\_\_

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