

Principia College

Office of Admissions & Financial Aid
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Work Reference

We appreciate your assistance in completing this reference form as part of the candidate's application. Your evaluation will be kept confidential and will be used for admissions purposes only. Please return your reference as soon as possible.

Applicant's Name: _____

In what employment relationships have you worked with this applicant? _____

How long have you known this applicant? _____

The Admissions Committee would like your candid and objective assessment of this applicant. Please include information concerning each of the following characteristics and/or work capabilities: strengths, weaknesses, problem-solving aptitude, ability to work independently or in a team environment, work ethic, potential for advancement, responsibility, trustworthiness, commitment and follow-through.

Characteristics and/or work capabilities assessment: _____

Please comment on this applicant's proficiency in an employment setting. We are particularly interested in his or her ability to analyze challenges and adapt and complete tasks effectively. The use of necessary equipment, his or her level of customer service skills, and any other relevant skills demonstrated by the applicant would be helpful to know.

Applicant's proficiency in an employment setting: _____

Additional information you would like to provide which would be helpful to the Admissions Committee as it considers this applicant: _____

Please rate the applicant in the following categories:

	Excellent	Above Average	Average	Below Average
Ingenuity and intelligence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you recommend this applicant's application to Principia College?

- Strongly recommend
- Recommend
- Recommend with reservation
- Do not recommend

Your Signature: _____

Your Name: _____

Date: _____

Phone Number: _____

E-mail: _____

Occupation: _____

Company: _____

City: _____

State/province: _____

Zip: _____

Country: _____