



## Reference for Candidacy Form

**PLEASE complete this form electronically (as a PDF Fillable Form). To do so, you MUST do the following:**

To access, view, download, complete and print fillable forms you will need to use Adobe Acrobat Reader 5.0 (or later). Adobe Acrobat Reader is available for free and can be downloaded from the following web site: <http://www.adobe.com/products/acrobat/readstep.html>. Once completed, return the form via email to : [socwprogram@adrian.edu](mailto:socwprogram@adrian.edu).

The Adrian College student named below is submitting an application to the Adrian College BSW Program. This application requires references who can attest to the applicant's academic preparation, character, capabilities, and suitability to enter a profession devoted to service work with people. We welcome any other pertinent information or materials. If you have such materials, please attach with the reference form in your email. Thank you for participating in this application process.

Sincerely,

Jennifer Towns, PhD, LMSW  
Program Director

Reference Name: \_\_\_\_\_ Adrian College student name: \_\_\_\_\_

I do  do not  waive my rights to this reference form and any attached documents that will be submitted to the Adrian College Social Work Program.

\_\_\_\_\_  
Adrian College Student Signature

\_\_\_\_\_  
Date

### KNOWLEDGE OF APPLICANT

Approximately how long have you known the applicant? Years \_\_\_\_\_ Months \_\_\_\_\_

In what capacity do you know the student  Employee  Student  Volunteer  Acquaintance  Other \_\_\_\_\_

### APPLICANT'S PROMISE AS A BSW STUDENT

Please rank the following characteristics based on a 10 point scale

[Exceptional (10-9), Above Average (8-7), Average (6-5), Below Average (4-3), Poor (2-1), or No Basis for Ranking –NB]

Interaction with Work Groups \_\_\_\_\_

Interaction with Public/ Clients \_\_\_\_\_

Writing Ability \_\_\_\_\_

Oral Expression \_\_\_\_\_

Intellectual Ability \_\_\_\_\_

Openness to Supervision \_\_\_\_\_

Knowledge of Agency/ System & Services offered \_\_\_\_\_

Emotional Maturity \_\_\_\_\_

Attitude \_\_\_\_\_

Openness to Diversity \_\_\_\_\_

Motivation \_\_\_\_\_

Reliability \_\_\_\_\_

Autonomy \_\_\_\_\_

Promptness \_\_\_\_\_

Personal Appearance \_\_\_\_\_

OBSERVATION ABOUT APPLICANT:

How do you view this student's strengths and needs?

What is your assessment about this student's openness to new ideas and willingness to stand up for what s/he believes? How good is this student's fit with and openness to the values of the social work profession (social justice, diversity, vulnerable populations)?

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**EVALUATION SUMMARY**

**This student's performance in my contact and experiences with her/him . . .**

- Went beyond expectations
- Met expectations
- Sometimes met expectations
- Fail to meet minimal expectations

**Recommendation To BSW Program:**

- Highly recommend
- Recommend
- Recommend with reservation
- Do not recommend

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Reference Signature

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Date

Printed Name : \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone: \_\_\_\_\_