



Personal Reference Form

Central Service Technician Program

Applicant's Name

Recommender's Name

Applicant: Under the federal law entitled Family Educational Rights Act of 1974, students are given the right to inspect their records, including letters of recommendation. All letters of recommendation are considered carefully. Letters written in confidence are useful in the assessment of a student's qualifications and abilities.

A signature is required for either A or B:

By signing **A**, your recommender knows the evaluation will be submitted in confidence.

By signing **B**, you have retained the right to inspect this letter of reference.

- A.** I waive my rights to inspect this letter of reference and hereby inform my recommender that this letter will be kept strictly confidential.

Applicant's Signature

- B.** I retain my right to inspect this letter of reference. Recommender is advised that upon enrollment I may have access to this letter.

Applicant's Signature

Recommender: You have been requested to complete a reference form for an applicant to the Central Service Technician Program. Your objective appraisal will assist in evaluating the applicant's qualifications. Please return the form to the address on the following page. If you do not wish to evaluate the applicant, please check item #6 and return the form. The application deadline is **October 15**. Thank you for your time and assistance.

1. In what capacity and for how long have you known the applicant?

2. Describe observed strengths and weaknesses and evidence of maturity or immaturity.

3. Do you have reason to believe the applicant has realistic professional goals?

4. Please describe any personal, physical, or emotional characteristics that may be important to the applicant's success in this profession.

5. How would you rate the applicant as a candidate for the Central Service Technician Program? If you have reservations, please explain.

Highly Recommended

Recommended

Some reservations *(please explain)*

Serious Reservations *(please explain)*

6. I do not feel I can adequately evaluate this candidate and would prefer the candidate seek a recommendation from another individual.

Recommender's Signature: _____

Address: _____

Title/Position: _____

Please return this form to Tammy Wong, Program Services Coordinator, at wongta@smccd.edu

or

**mail to: Tammy Wong
Skyline College
3300 College Drive
San Bruno, CA 94066**

APPLICATIONS ARE DUE OCTOBER 15.