Reference Letter Form

Three letters of reference are required to be submitted along with your application. Please complete the Applicant Section and have your reference complete the Reference Section on the reverse side. If you or your reference have any questions, please call us at 215-489-2955.

**Applicant**

Name of Applicant: ______________________________________________________________

please print

Address: _________________________________________________________________________

City, State, ZIP: __________________________________________________________________

☐ I waive my right to see this reference report

☐ I do not waive my right to see this reference report

Signature: _____________________________  Date: ______________________

**Reference**

Name of Reference: ______________________________________________________________

please print

Title or Position: __________________________________________________________________

Employer: _______________________________________________________________________

Employer’s Address: ______________________________________________________________

City, State, ZIP: __________________________________________________________________

How many years have you known the applicant? __________________________

In what capacity do you know the applicant? ______________________________________

please print

_________________________________________________________________________________

_________________________________________________________________________________

Reference: Please use the back of this page for your recommendation.
Professional Estimation of Applicant

We would appreciate your professional estimate of the applicant’s scholastic ability and personal characteristics. This will assist in determining the applicant’s aptitude for graduate study and future career potential.

How do you rate the applicant in the qualities listed below? Please check the appropriate category.

<table>
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<tr>
<th>Scholastic Ability</th>
<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 20%</th>
<th>Top 50%</th>
<th>No Opportunity to Observe</th>
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<tbody>
<tr>
<td>Oral Expression</td>
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<td>Written Expression</td>
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<td>Intellectual Curiosity</td>
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<td>Ability to Integrate Information</td>
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<td>Ability to Work Independently</td>
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<td>Promise for Research</td>
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<td>Rigor of Thought</td>
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<tr>
<th>Personal Characteristics</th>
<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 20%</th>
<th>Top 50%</th>
<th>No Opportunity to Observe</th>
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<td>Leadership</td>
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<td>Dedication to Goals and Objectives</td>
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<td>Maturity</td>
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<td>Self-Confident</td>
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<td>Responsible</td>
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<td>Flexible</td>
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<td>Cooperative</td>
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<td>Persistence</td>
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You are also encouraged to attach any special comments or observations on the applicant.

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Given the opportunity, would you hire the applicant for a position related to the field of specialization?

☐ Yes  ☐ No

Signature ___________________________  Date ___________________________

Please return this and any other comments to:
Director, Educational Leadership Program
Delaware Valley College
700 East Butler Avenue
Doylestown, PA 18901