

REFERENCE FORM

Please return when completed
directly to the applicant

APPLICANT'S: Last Name	First Name	Middle Name

REFERENCE: Full Name	Title

INSTRUCTIONS TO THE APPLICANT:

Print (or type) your full name and the name of your reference above and give this 3-page form to your reference person. Your reference **MUST** return the completed reference form to you in a **sealed envelope**. The completed form is required; he/she may include a separate letter of reference if he/she wishes. It may be mailed to you [provide a **self-addressed, stamped envelope**] or hand delivered. ***The reference person must seal the envelope and sign across the flap.*** You are asked to include the sealed envelope in your packet.

Submit sealed references with your application packet which is due by the Department of Social Work Education due date January 31, 2019. DO NOT SEND SEPARATELY.

IMPORTANT NOTICE RE: APPLICANT'S RIGHTS:

In accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practice Act of 1977, and related policies and regulations, it is also understood that upon request, this letter will be made available to you (the applicant/student) for examination. If you (applicant) wish to waive this right, please sign the waiver below.

I waive the right to see or inspect this form or any statement sent to the MSW program as a result of this request.

Signature _____ Date _____

TO REFERENCE:

The above named individual has applied for admission to the graduate program in Social Work for Fall 2019 semester and listed you as a reference. The curriculum for this program is designed to prepare individuals for an advanced level of social work practice which focuses on the resolution of individual and social problems from a multi-systems perspective. Students who successfully complete the requirements of this program are awarded the Master of Social Work (M.S.W.) degree.

We seek the strongest candidates to maintain the standards of our profession and to serve our community and its people. Accordingly, we firmly believe that it is unethical to admit applicants to the graduate program if their chance of successful completion is doubtful and/or if they are not suited for this professional role. Please be aware that the law requires that all student records, including letters of reference, be made available to the student for review upon request unless the student has waived these rights. Thank you for your willingness to complete this reference

QUESTIONNAIRE:

1) How long and in what capacity have you known the applicant?

Years	Specify Capacity (Employer Instructor Field Supervisor etc.)

2)

What do you consider are the applicant's major strengths as a candidate for graduate study in social work?

3)

In what areas, and to what degree, does the applicant need to be strengthened as a potential social worker?

4)

Please Rate (v) Your Impressions of the Applicant Using the Following Scale:	Below Average 1	Average 2	Very Good (Top 10%) 3	Exceptional (Top 5%) 4
Level of concern and commitment to work toward social justice and the empowerment of oppressed populations				
Ability to respect and work with diverse populations (e.g., age, gender, ethnicity, class, sexual orientation, disabled)				
Sensitivity to the needs and feelings of others				
Ability to establish and maintain professional working relationships with colleagues and clients				
Ability to self-reflect level of maturity and personal insight				
Willingness to accept suggestions, direction and/or supervision				
Ability to initiate action and complete tasks				
Ability to effectively communicate in writing				
Ability to effectively communicate verbally				
Ability to engage in critical thinking and applying intellectual ability				

5) Please indicate your overall impression regarding this applicant:

Do Not Recommend 1	Recommend with Reservations 2	Strongly Recommend 3	Highly Recommend (Top 5%) 4

6) **Additional Information:** Any additional information you would like to provide about the applicant.

PLEASE NOTE: Any additional comments are not a substitute for completion of questions 1-5.

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REFERENCE INFORMATION | PLEASE PRINT OR TYPE:

FULL NAME	ORGANIZATION
BUSINESS ADDRESS	BUSINESS TELEPHONE
SIGNATURE	DATE

INSTRUCTIONS TO THE REFERENCE:

References must be completed on this required form and include a current date and an original signature. Enclose this completed form in an envelope, seal the envelope and sign your full name across the seal. Return the completed reference documents TO THE APPLICANT as soon as possible. Please **DO NOT** send the reference letter directly to the Department of Social Work Education; it will not be accepted for inclusion in the applicant's application file. The applicant has been instructed to include the sealed envelope containing this reference in his/her application packet.

The deadline for submitting the program application and supporting documentation is **January 31, 2019**. The application packet must be delivered to the Department of Social Work Education office or postmarked by 5:00 pm, on January 31, 2019.

Department of Social Work Education
Fresno State University
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