Reference Form
Fall 2016
California State University, Sacramento
Division of Social Work

Instructions to the applicant: Complete the identifying information below and give it to your referrer along with a self-addressed, stamped envelope. Have your referrer return this form to you in a sealed envelope with his/her signature across the flap.

Your Full Legal Name:

First________________________ Middle Initial_________ Last______________________

Name of Your Referrer:

First________________________ Middle Initial_________ Last______________________

Under the 1974 Family Education Rights and Privacy Act, the applicant, if admitted and matriculated, will have access to the information provided on this form unless such access is waived.

By signing this form, I waive my rights to view this reference letter.

____________________________________________________________
Signature of Applicant

____________________________________________________________
Date

Instruction to the Reference: The person named above has applied for admissions to our Graduate Program and has given your name as a reference. The Admissions Committee attaches great importance to your personal observations and opinions about the qualifications of the candidate who enters a course of study to become a professional Social Worker. Therefore, we request that you share with us your frank appraisal of the applicant compared to other social workers or students that you have worked with or known. Please share your knowledge of the applicant's strengths as well as negative or questionable attributes. If you have personal knowledge of any experience the applicant has had in the broad areas of social services, please indicate the nature of this experience and your assessment of the applicant's performance. Space for comments is provided below.

PLEASE COMPLETE THIS FORM INSTEAD OF PROVIDING A REFERENCE LETTER.

Please answer the following questions as thoughtfully as possible.

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

________________________ years ___________ months
(specify capacity: employer, teacher, minister, etc.)

2. What do you consider the applicant's major strength as a candidate for professional education in social work? (attach additional sheet if necessary)

____________________________________________________________________________________________________
____________________________________________________________________________________________________

3. In what areas, and to what degree, does the applicant need to be strengthened as a potential professional social worker? (attach additional sheet if necessary)

____________________________________________________________________________________________________
____________________________________________________________________________________________________
4. Please give your impression of the applicant’s rating in the following areas:

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<tr>
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<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Outstanding</th>
<th>Unable to judge</th>
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</thead>
<tbody>
<tr>
<td>a. Level of maturity and emotional stability</td>
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<td>b. Understanding of self</td>
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<td>c. Sensitivity to needs of and feelings for others</td>
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<td>d. Quality of relationships with people</td>
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<td>e. Ability to respect and work with diverse populations (e.g., race, class, culture, and ethnicity)</td>
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<td>f. Concern and commitment to work toward solving social problems</td>
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<td>g. Ability to initiate and follow through</td>
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<td>h. Willingness to accept direction and/or supervision</td>
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<td>i. Creativity</td>
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<td>j. Ability to express ideas and feelings:</td>
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<td>Verbally</td>
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<td>In writing</td>
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<td>k. Interest in field of social work</td>
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<td>l. Ability to organize time and tasks</td>
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</table>

Summary Evaluation

I strongly recommend this applicant for admission to the CSU Sacramento Division of Social Work graduate program and feel that he/she has the capability to perform at a superior level.

I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.

I feel that the applicant’s qualifications are marginal; but if admitted, the applicant would greatly benefit from study in the Division of Social Work graduate program.

I do not recommend this applicant for admission to the CSU Sacramento Division of Social Work graduate program.

6. Optional: Attach additional sheet for any additional information or comments regarding this Applicant.

Signature of Referrer _____________________________ Date ______________

Name of Referrer _____________________________

Organization/Agency: _____________________________

Address: _____________________________

Title: _____________________________

Daytime Phone Number: ____________________________ Email Address: _____________________________