

Confidential Reference Form

To be completed by the applicant:

Name of Applicant _____ EMCC Student ID Number _____ Intended Program of Study _____

Recommendations must be completed by professional or academic persons (e.g. work supervisor, guidance counselor, professor/instructor/teacher); recommendations from family members, friends, or co-workers are not acceptable. Since candid appraisals of applicants are used as important acceptance criteria by the Admissions Committee, we would greatly appreciate your cooperation in promptly completing and returning this form. ***All references are considered confidential and must be sent directly from the person who completes it to: Eastern Maine Community College Admissions Office, 354 Hogan Road, Bangor, Maine 04401.*** Applicants do not have access to references sent in on their behalf.

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

What are the applicant's strengths? _____

In what area(s) does the applicant need to improve? _____

PLEASE RATE THE APPLICANT ON THE QUALITIES LISTED BELOW USING THE KEY PROVIDED.

1=Poor 2=Below Average 3=Average 4=Above Average 5=Outstanding N/A=Not Able to Comment

- | | |
|---|--|
| _____ Motivation | _____ Maturity |
| _____ Commitment to the Intended Program of Study | _____ Organization Skills |
| _____ Aptitude for the Intended Program of Study | _____ Independence |
| _____ Mechanical Aptitude | _____ Consistency in Meeting Deadlines |
| _____ Ability to Get Along with Others | _____ Responsibility |

OVERALL RECOMMENDATION:

Poor Candidate	Below Average	Average Candidate	Above Average	Outstanding Candidate

NAME: _____ POSITION: _____

COMPANY/SCHOOL NAME: _____ PHONE: _____

SIGNATURE: _____ DATE: _____