

INSTRUCTIONS TO THE APPLICANT

Please provide **THREE** references with at least one referee addressing your most recent academic experience/potential, and at least one from a supervisor, addressing the demonstrated skills and abilities in your most recent related work experience. Please let your referee know if you are a Advanced applicant or Foundational applicant. **ALL** letters **MUST** be on this official reference form. Upon completion, **your referee must electronically submit the form to admissions@ufv.ca.**

INSTRUCTIONS TO THE REFEREE

As an applicant to the **Master of Social Work** program at the University of the Fraser Valley, this individual is requesting a confidential statement from you regarding their suitability for advanced practice in social work. Upon completion, please **submit this form electronically to admissions@ufv.ca.**

The general objective of the MSW program is to educate students for advanced social work practice, with an emphasis on leadership, the integration of anti-oppressive and cross-cultural practice, the contribution to social work knowledge and development through research, and the promotion of scholarly activities and collaborative community work. Students should be self-reflective practitioners who integrate theory and practice and engage in continuous professional growth. With that in mind, please complete the information on this form.

The BC Freedom of Information and Protection of Privacy Act allows an applicant to have access to the information contained in his/her letters of reference where that can be done without disclosing the identities of the referees who supply a reference in confidence. It is understood between UFV and yourself that the letter of reference is supplied in confidence, unless you state otherwise.

Name of Applicant	In what capacity do you know the applicant? <input type="checkbox"/> Academic <input type="checkbox"/> Supervisory <input type="checkbox"/> Other (specify):
BSW Applicant (Advanced MSW)	Non-BSW Applicant (Foundational MSW)
Name of Referee	Referee's Position or Title
Referee's Employer	How long have you known the applicant?
In evaluating this applicant, with which reference group are you making comparisons: <input type="checkbox"/> Other students <input type="checkbox"/> Other employees <input type="checkbox"/> Other (please specify)	
How does this applicant rank compared to the skills and abilities of other students/employees? Top % Bottom %	

SPECIFIC ABILITIES		EXEMPLARY (TOP 10%)	EXCELLENT (11-25%)	GOOD (26-50%)	AVERAGE (BELOW 50%)	UNABLE TO ASSESS
Keeping in mind your reference group, please check the rating that best indicates your evaluation of the applicant.						
Intellectual ability	a) Past academic achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Scholarly potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	a) Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to analyze problems from a critical perspective		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential and organizational abilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work collaboratively		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and capacity for independent thought		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to respect differences in other people		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for advanced practice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for research		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References are a determining factor in the selection process. Please comment on the following attributes of the applicant.

Suitability for social work:

Capabilities and interpersonal strengths:

Limitations and areas for improvement:

Personal ethics and integrity:

Other comments/concerns :

I highly recommend the applicant for admission

I recommend the applicant for admission

I have some reservations, but recommend the applicant for admission

I do not recommend the applicant for admission

Referee's Name (Type or Print)

Referee's Telephone Number (with area code)

Referee's signature (digital if available)

Date

Protection of Privacy

The University of the Fraser Valley complies with the provisions of the Freedom of Information and Protection of Privacy Act. The personal information requested on this form is collected under the authority of the University Act, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). The information will only be used for the purpose of evaluating applications for the Bachelor of Social Work Program at UFV. Direct any questions about this collection to the School of Social Work and Human Services at UFV at schoolofswhs@ufv.ca, (604) 504-7441 local 4279, or see www.ufv.ca/informationprivacy.