

Two recent, satisfactory letters of reference from employers, teachers, or volunteer supervisors who are qualified to comment on the applicant's ability to work effectively in social service settings.

Applicant's Name: _____

An applicant to the **Social Service Worker diploma** program at the University of the Fraser Valley is requesting a confidential reference from you regarding their suitability to work effectively as a Social Service Worker. This reference will not be disclosed to the applicant. However, you may provide the applicant with a copy if you choose.

Please complete both pages of this form.

1. In what capacity and for how long have you known the applicant?

2. What is the applicant's potential for and commitment to working effectively as a Social Service Worker?

☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

How has the applicant demonstrated this commitment?

3. How would you characterize the applicant's interpersonal skills?

☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

Please comment.

4. How would you characterize the applicant's ability to work in respectful ways with diverse populations?

☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor

Please comment.

5. If this person worked for or alongside you, please describe the type of work they did.

☐ Paid

☐ Practicum

☐ Volunteer

From (month/year) _____ **to** (month/year) _____ **Total hours:** _____

Description of work:

6. How would you characterize the applicant's overall suitability to work as a Social Service Worker?

☐ Excellent

☐ Very good

☐ Good

☐ Fair

☐ Poor

Please comment:

7. What reservations, cautions, or concerns do you have regarding the applicant's abilities?

8. Please add any additional comments you would like or attach a separate letter on letterhead.

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

Please complete the following:

Referee's name

Position

Email

Organization

Address

Phone

Date

Signature (Digital signature, if available, is acceptable)

SUBMISSION INSTRUCTIONS:

Do not return this completed form to the applicant. It must be emailed directly to admissions@ufv.ca

Protection of Privacy

The personal information 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). It will only be used for the purpose of evaluating applications for admission to Human Services programs at UfV. Direct any questions about this collection to the School of Social Work and Human Services at schoolofswhs@ufv.ca or visit www.ufv.ca/informationprivacy.