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Applicant Reference Form

THIS SECTION TO BE COMPLETED BY APPLICANT

Name: _____

Program for which you are applying: _____

Address: _____

Student number: _____

THIS SECTION TO BE COMPLETED BY REFERENCE

This reference form will be used to help determine the applicant's suitability for training. The information you provide will form part of the assessment and may be shared with the applicant. Due to the nature of your involvement with this applicant, you may need to check the "not applicable" option in certain sections of this form.

Please return the completed form to the applicant so they can upload it to their Dashboard account. If you prefer to send the form directly, it can be emailed to ***admissions@hollandcollege.com****.*

Name: _____ Home phone: _____

Company: _____ Work phone: _____

Position: _____ Cell phone: _____

Address: _____

Email: _____

In what capacity do you know this applicant? _____

Have you worked directly with this applicant? ☐ Yes ☐ No

How long have you known this applicant? _____

For each of the following qualities, please select the box that appropriately describes this applicant:

Attitude/application to work

- ☐ Outstanding in enthusiasm
- ☐ Interested and industrious
- ☐ Average
- ☐ Somewhat indifferent
- ☐ Definitely not interested
- ☐ Not applicable

Relations with others

- ☐ Works well with others
- ☐ Congenial and helpful
- ☐ Seems to get along well
- ☐ Difficult to work with
- ☐ Causes friction within group
- ☐ Not applicable

Ability to Learn

- [ ] Learned work exceptionally well
- [ ] Learned work readily
- [ ] Average
- [ ] Slow in learning
- [ ] Very slow in learning
- [ ] Not Applicable

Acceptance of suggestions and criticisms

- [ ] Acts promptly on suggestions and criticisms
- [ ] Graciously accepts suggestions and criticisms
- [ ] Accepts suggestions and criticisms satisfactory
- [ ] Reluctantly accepts suggestions and criticisms
- [ ] Resents suggestions and criticisms
- [ ] Not Applicable

Judgment

- [ ] Very good
- [ ] Good common sense
- [ ] Usually good
- [ ] Often undependable
- [ ] Poor- jumps to conclusions
- [ ] Not Applicable

Quantity of work produced

- [ ] High output
- [ ] Above average output
- [ ] Normal output
- [ ] Below average output
- [ ] Low output
- [ ] Not Applicable

Quality of work produced

- [ ] Excellent
- [ ] Good
- [ ] Average/Acceptable
- [ ] Poor
- [ ] Unacceptable
- [ ] Not Applicable

Communication skills

- [ ] Excellent
- [ ] Good
- [ ] Average/Acceptable
- [ ] Poor
- [ ] Unacceptable
- [ ] Not Applicable

Please indicate your opinion of the applicant in reference to the following traits or characteristics:

	Exceptional	Good	Average	Below Average	Poor
Initiative	☐	☐	☐	☐	☐
Maturity	☐	☐	☐	☐	☐
Planning and organizing work	☐	☐	☐	☐	☐
Ability to work under pressure	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Accepts responsibility	☐	☐	☐	☐	☐
Manages time effectively	☐	☐	☐	☐	☐
Written communications	☐	☐	☐	☐	☐
Oral communications	☐	☐	☐	☐	☐
Listening ability	☐	☐	☐	☐	☐
Attendance/punctuality	☐	☐	☐	☐	☐
Dress/appearance	☐	☐	☐	☐	☐
Ethical standards	☐	☐	☐	☐	☐

Recommendation

- [ ] I would highly recommend this applicant
- [ ] I would recommend this applicant
- [ ] I am doubtful that I would recommend this applicant
- [ ] I would not recommend this applicant
- [ ] I am unable to judge

Comments:

_____

_____

_____

Signature: _____ Date: _____