

Personal reference form for:

Applicants Name: _____

References Name: _____

The applicant: under the Freedom of Information and Protection of Privacy Act (RSBC 1996), students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence in the long run are of greater utility in the assessment of a student's qualifications, abilities , and promise.

Student-please sign either statement A or B below:

A. I have waived my right to inspect this letter of reference and hereby inform referent that this letter will be kept strictly confidential.

Student Signature

Date

B. Referent is advised that I have retained my right to inspect this letter of reference and that , upon enrollment I may have access to this recommendation.

Student Signature

Date

Please Review the list of descriptive words below and rank them on a 1 to 5 scale with 5 being the highest quality and 1 being the lowest.

Leadership potential	1 2 3 4 5	Appearance	1 2 3 4 5
Physical health	1 2 3 4 5	Assertive	1 2 3 4 5
Working relationships	1 2 3 4 5	Self-motivated	1 2 3 4 5
Ability to cope with stress	1 2 3 4 5	Judgment	1 2 3 4 5
Responsive to direction	1 2 3 4 5	Attitude	1 2 3 4 5
Tact and courtesy	1 2 3 4 5	Maturity	1 2 3 4 5
Communication skills	1 2 3 4 5	Organization	1 2 3 4 5
Sensitive to needs of others	1 2 3 4 5	Confidence	1 2 3 4 5

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

2 If you have other information that you feel would be significant to the Admissions Committee in the evaluation of the applicant's qualifications, please provide information in the space below.

3 In consideration of the total perspective, please give a final evaluation, if there are reservations, please explain.

() Highly recommend () Recommend () Some reservation () Serious reservations

Signature of Referent Date

Present position

Please return this form to:
Okanagan Adventist Academy
1035 Hollywood Rd
Kelowna, BC
V1X 4N3