# DEPARTMENT OF SOCIAL WORK

**GRADUATE ADMISSIONS**

**P.O. Box 60, State University (Jonesboro), AR 72467 Phone: (870) 972-3029**

**www.astate.edu Fax: (870) 972-3857**

## APPLICANT REFERENCE

**Applicant’s Name:** 

**TO THE APPLICANT**: Please print or type your reference’s name: 

Please submit three letters of reference from people who are in a position to provide statements concerning your academic qualifications or your recent or current employment (supervisors, employers, faculty or co-workers).

I understand that this reference is to be sent directly to the Graduate Admissions Office by the person writing the reference, and that I agree to: Waive access to this reference

**TO THE REFERENCE**: The above named person is applying for admission to the Department of Social Work at Arkansas State University. The candidate has given your name as a person having knowledge of his or her potential for undertaking graduate study in social work. Please be candid in your assessment of the candidate. If unable to observe the applicant in a specific skill set, please note it below. You may attach a separate letter to this form, if you like. Please send this reference form to the Graduate School by mail, fax or email (P.O. Box 60 – State University, AR 72467; (870)972-3857; gradsch@astate.edu).

Since the School’s decision cannot be made until references have been received, we would appreciate a reply at your earliest convenience. Thank you for your cooperation and interest.

1. How long have you known the applicant? 
2. In what capacity have you known the applicant? Supervisor  Co-Worker Faculty Other 
3. Please evaluate the applicant as fairly as you can in each of the following categories:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Not Observed/ Not Applicable** | **Below Average**  **(Bottom 50%)** | **Average**  **(Top 50%)** | **Good**  **(Top 25%)** | **Superior**  **(Top 10%)** | **Exceptional**  **(Top 5%)** |
| Academic performance |  |  |  |  |  |  |
| Intellectual ability |  |  |  |  |  |  |
| Judgment |  |  |  |  |  |  |
| Potential for contribution to the profession |  |  |  |  |  |  |
| Emotional Maturity |  |  |  |  |  |  |
| Verbal skills |  |  |  |  |  |  |
| Written skills |  |  |  |  |  |  |
| Ability to think critically |  |  |  |  |  |  |
| Warmth |  |  |  |  |  |  |
| Ethics |  |  |  |  |  |  |
| Empathy |  |  |  |  |  |  |
| Genuineness |  |  |  |  |  |  |
| Capacity for leadership |  |  |  |  |  |  |
| Ability to work with diverse persons |  |  |  |  |  |  |

1. Please feel free to attach a separate letter providing additional information including any areas of concern.
2. I would: Recommend with enthusiasm Recommend

Recommend with reservation. If so, please explain. 

Do not recommend

Name:  Title:  Organization:  Phone: 

Address: 

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_