

Tennessee Child Welfare Title IV-E BSW/BSSW Stipend Program
Student Reference Recommendation Form
(for University Selection Committee review and record keeping only)

TO THE TITLE IV-E BSW/BSSW STIPEND PROGRAM APPLICANT:

Please print your name: _____

Please request reference statements from three (3) persons who have recent knowledge about your qualifications. Ask each of them to send it back to you in a sealed envelope after signing across the seal. Submit those unopened letters together with your application. References must not come from relatives. Include, if possible, a) one employer and b) one supervisor from your volunteer work at an agency, and c) one faculty member excluding social work faculty. **YOUR SIGNATURE IS REQUIRED ON THIS FORM.**

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential and will not be available for your inspection should you be accepted for admission to the program. Please mark the appropriate statement below, indicating your choice of option, and sign your name.

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

Applicant's signature (REQUIRED): _____

Date: __ / __ / ____ Name (print): _____

TO THE REFERENCE: You have been asked to complete an evaluation of the above named individual who is applying for admission to the Tennessee Child Welfare Title IV-E BSW/BSSW Stipend Program. Your candid opinion will be of great assistance to us in evaluating his/her application. Your comments will be confidential if the applicant has waived right to review. All recommendations are destroyed once an applicant has been approved for admission. (Note: Applicants not approved for admission have no access to their file.) To help the University Selection Committee make an informed decision on the applicant's suitability for the program, please answer the following questions.

1. How long and in what capacity have you known the applicant?

2. Please evaluate the applicant in each of the following areas:

	Limited	Average	High	Can't Judge		
	1	2	3	4	5	6
Level of Maturity and Emotional Stability						
Understanding of Self						
Sensitivity to Needs and Feelings of Others						
Ability to Respect and Work with Differences in People (i.e. race, class, culture, ethnicity, sexual orientation)						
Oral Communication Skills						
Written Communication Skills						
Ability to Work with Others						
Ability to Accept Constructive Feedback						

3. In your opinion, what are the applicant's major strengths?

4. In your opinion, what are the applicant's weaknesses?

5. I would:

- Recommend without reservation
- Recommend
- Recommend with reservation
- Not recommend

Signature: _____ Date: __ / __ / ____

Name (print or type): _____ Date: __ / __ / ____

Organization: _____ Telephone: _____