



Reference Form for Applicants

Applicant's Name: _____

Social Security #: XXX – XX -

This reference has been requested of you by the above named applicant who is applying for admission to the teaching credential program at CSU, Sacramento. Please complete the items below and return the form **to the applicant** in a **sealed envelope with your signature written across the sealed area**. It is the responsibility of the applicant to submit the sealed envelope to the CSUS Teacher Preparation Office as part of his/her application to the Teacher Preparation Program. ***Please be assured that the contents of this form will be kept confidential. Only reference forms submitted in sealed envelopes will be accepted.***

Please rate the candidate on the following scale below by circling the appropriate number:

- 3 = consistently evident**
- 2 = evident or often evident**
- 1 = sometimes or rarely evident**
- 0 = lack adequate data to rate and/or NA**

- | | | | | |
|---|---|---|---|---|
| 1. Works effectively with learners or students | 3 | 2 | 1 | 0 |
| 2. Takes initiative and is a self starter | 3 | 2 | 1 | 0 |
| 3. Is well organized | 3 | 2 | 1 | 0 |
| 4. Is dependable and conscientious | 3 | 2 | 1 | 0 |
| 5. Is a team player | 3 | 2 | 1 | 0 |
| 6. Relates well with other adults | 3 | 2 | 1 | 0 |
| 7. Is respectful of and open to the ideas/perspectives of others | 3 | 2 | 1 | 0 |
| 8. Is energetic and enthusiastic | 3 | 2 | 1 | 0 |
| 9. Demonstrates effective verbal communication skills | 3 | 2 | 1 | 0 |
| 10. Demonstrates effective writing skills | 3 | 2 | 1 | 0 |
| 11. Demonstrates effective problem solving abilities and common sense | 3 | 2 | 1 | 0 |
| 12. Demonstrates strong academic abilities (e.g., critical thinking) | 3 | 2 | 1 | 0 |
| 13. Responds positively to stressful situations and/or conflict | 3 | 2 | 1 | 0 |
| 14. Responds positively to constructive criticism | 3 | 2 | 1 | 0 |
| 15. Demonstrates willingness to self-assess own strengths/weaknesses | 3 | 2 | 1 | 0 |

OVERALL rating of the applicant based on the above items	3	2	1	0
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Additional Comments (e.g., to clarify the above ratings)

Please describe briefly your relationship to the applicant (e.g., supervisor, employer, co-worker):

How long have you known and/or worked with the applicant?_____

Name_____ (please print) Date_____

Signature_____ Organization_____

Position _____ Phone/email_____