



CENTER FOR LEARNING  
Adult Education

**Practical Nursing Program  
REFERENCE LETTER**

**APPLICANT TO COMPLETE**

Applicant's Name: (please print) \_\_\_\_\_

**Under the provisions of the Family Educational Rights and Privacy Act:** (Check one)

\_\_\_\_\_ I waive the right to this information **or** \_\_\_\_\_ I do not waive the right to this information

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Typical references should include employers, teachers, and business professional associates.  
References should not be from relatives or friends. References submitted by applicant are invalid.*

**REFERENCE TO COMPLETE**

♦ **In a few words, please describe the applicants:**

**Personality:** \_\_\_\_\_  
\_\_\_\_\_

**Work Ethic:** \_\_\_\_\_  
\_\_\_\_\_

**Responsibility/Reliability:** \_\_\_\_\_  
\_\_\_\_\_

♦ **Would you trust this candidate (once fully trained) to care for you, your children, and your parents?**

♦ **If you know the applicant in a supervisory capacity, please comment on the following;**

	<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>
Attendance (last 6 months):	<input type="checkbox"/> More than 3 days absent	<input type="checkbox"/> Less than 3 days absent	<input type="checkbox"/> Perfect
Punctuality:	<input type="checkbox"/> More than 3 tardies	<input type="checkbox"/> Less than 3 tardies	<input type="checkbox"/> Never late
Customer Service:	<input type="checkbox"/> Has had complaints	<input type="checkbox"/> No complaints	<input type="checkbox"/> Receives compliments

**Reference's Name** (please print) \_\_\_\_\_

**Reference's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Relationship to Applicant:** (please check one)  Employer/Supervisor  Teacher  Business/Professional Associate

Please return the completed form directly to: Cayuga-Onondaga BOCES Center for Learning  
Attn: PN Admissions  
12 Allen Street, Auburn  
New York 13021  
Form can be emailed to: c4learn@cayboces.org