

P-12 Physical Education and Health - Official Application Reference Letter

Dear Rater:

Thank you for investing the time and effort to complete this reference form. We are aware of the time involved but assure you that recommendations play a vital role in our admissions decisions. We take these reference letters very seriously as we are interested only in those applicants to our program who demonstrate the highest potential as future teachers. **Please fill out this form completely and seal it in the envelope provided, with your signature across the seal. Mail the envelope/form directly to the applicant. This applicant will submit a completed application packet to our department.**

Name of Applicant: _____

Name and Title of Reference Writer: _____

Street Address: _____

City: _____ State: _____ Zip/Postal Code: _____ Phone: _____

How long and in what capacity have you known this person? _____

Please rate the applicant with respect to the qualities listed using the following rating key:

4 = outstanding; 3 = above average; 2 = average; 1 = below average; NA = no basis for judging

	4	3	2	1	NA		4	3	2	1	NA
Social skills						Peer rapport					
Initiative						Attention to detail					
Writing skills						Speaking ability					
Positive attitude						Self discipline					
Works independently						Organizational skills					
Following through on tasks						Anticipates problems					
Leadership & leadership skills						Self confidence					
Maintains composure under pressure						Responsible and dependable					
Uses good judgment/common sense						Accepts constructive criticism					
Deals with authority appropriately						Risk taker/willing to try new things					
Demonstrates compassion/sensitivity sensitivity for others						Ability to make a difference (raises the quality of the class)					
Patience						Creativity					
Integrity						An appropriate sense of humor					
Motivation						Maturity					
Promptness						Accuracy of work					
Productivity						Assertiveness					
Academic ability						Flexibility and adaptability					
Enthusiasm						Time management					

Signature: _____ Date: _____

(over)

