

STUDENT/GRADUATE ASSISTANT POSITION REFERENCE FORM

Name of Reference: _____ Applicant's Name: _____

Address: _____ Applicant's UC ID #: _____

City/State/Zip: _____

I have applied for a position as a student/graduate assistant in the University of the Cumberland's Sports Information Department. I will appreciate your completing this form and returning it promptly to the address given above.

I authorize you to release any and all information you may have concerning my past job performance or my suitability for the position for which I am applying. I hereby release you and the University of the Cumberland's from any and all liability which could result from the providing of the requested information or from its use in the employee selection process. I waive all rights I may have to examine this reference information.

APPLICANT'S SIGNATURE: _____ DATE: _____

THIS REFERENCE FORM WILL BE INCLUDED IN THE APPLICANT'S FILE FOR REVIEW.

Please check the appropriate column for each of the given factors:

	Exemplary	Exceeds Expectations	Meets Expectations	Unsatisfactory	No Opportunity to Observe
Quality of Work					
Quantity of Work					
Initiative					
Relationship with People					
Personal Appearance					
Work Habits					
Utilizes Self-Control and Sound Judgment					
Cooperation/Adaptability					
Dependability					
Punctuality					
Attendance					
Care & Use of Supplies & Equipment					
OVERALL EVALUATION					

If you had an opening, would you employ this person? _____ Yes _____ No
 (If no, please explain on back.)

In what capacity do you know this person? _____

Have you ever supervised this person in a work setting? _____ Yes _____ No

Reference Signature: _____ Date: _____

Job Title: _____ Place of Employment: _____

Address: _____ Phone Number: _____

Please return this form promptly to the address given above. Thank you for your assistance!