



BACHELOR OF SOCIAL WORK

Supplementary application

Reference form

Please print clearly

To the student: you must submit two reference forms. Give one reference form to a person who can comment on your educational performance, and one to a person who can comment on your human service experience. When you receive your reference forms, DO NOT OPEN THEM.

To the referee: This form is a fillable PDF. Please complete all sections of the form, save the document and email the completed form to BSWapplication@carleton.ca The subject line of the email should contain student/applicant number (e.g. "Reference Letter for Cassie Jones 101123456").

APPLICANT'S NAME: _____

Referee's name: _____

Referee's title/position: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Referee's address: _____

Referee's signature: _____ Date: _____

Please rate the applicant on the following items by selecting the appropriate code.
(4 indicates "excellent," 1 indicates "poor,")

	4	3	2	1	Don't Know
Awareness of and concern about social issues	___	___	___	___	___
Academic potential	___	___	___	___	___
Ability to work with others	___	___	___	___	___
Ability to be resourceful, creative, original	___	___	___	___	___
Capacity to change and openness to learning	___	___	___	___	___
Communication skills, both written and verbal	___	___	___	___	___
Overall assessment	___	___	___	___	___

Rating scales seldom provide a full evaluation of the applicant's potential for social work studies. Please comment on the applicant's personal qualities and achievements, keeping in mind the nature of the work performed by social workers:

Protecting your privacy

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).