



REFERENCE FORM

For Admission to the Tarleton State University Nursing Program

Applicant: Give a reference form to three individuals. Choose someone who knows you in a professional capacity such as a teacher, employer, supervisor, guidance counselor, coach, or pastor to complete the reference form. *If you are currently employed in health care*, one reference should be from your current employer/supervisor. References from personal friends or relatives are not acceptable.

Please complete the information below before giving this form to the person providing the reference. For ease of submission, please provide the individual with a stamped envelope addressed to Tarleton State University, Department of Nursing. Ask the person to sign their name over the envelope seal. Submit completed references with your application.

Applicant: _____
Name City State

Privacy Notice: The Family Education Rights and Privacy Act (FERPA) grants you the right to read this evaluation after you are enrolled as a student unless you waive that right below. We do not provide access to admission records to applicants who are denied admission, or to students who decline an offer of admission.

- Yes, I do waive my right to read this evaluation
 No, I do not waive my right to read this evaluation

Applicant Signature: _____ Date: _____

Reference: The person named above is applying for admission to the Tarleton State University BSN program and has requested that you complete the following form as part of the application process. Please complete the form to assist us to evaluate this applicant. If you need additional space to answer any of the items below, please attach a separate sheet of paper. Thank you for your assistance.

Person Providing Reference: _____

Position: _____ Relationship to Applicant: _____

How long have you known the applicant? _____

How well do you know him/her? (check one)

_____ By name/sight _____ Casually _____ Fairly well _____ Very well

Please rate the applicant on each of the following areas:

Category	Excellent	Good	Average	Poor	Unable to Rate
Dependability					
Punctuality					
Truthfulness and integrity					
Quality of work					
Ability to learn new tasks/skills					
Initiative/motivation					
Flexibility and adaptation to change					
Ability to adhere to professional boundaries					
Maturity					
Displays traits of civility with others					
Communication skills (verbal and written)					
Handles stress/anger appropriately					
Emotional stability					
Accepts responsibility for actions/behaviors					
Caring attitude					
Leadership potential					

What do you consider to be the applicant's strengths for a professional nursing program?

What do you consider to be the applicant's challenges or areas for continued growth?

Your recommendation of this applicant to Tarleton State University for the nursing program:

_____ Highly recommend (please comment):

_____ Recommend

_____ Recommend with reservations

_____ Do not recommend (please comment):

Personal Comments: What should we know that would allow our staff (faculty, campus counselors, health center staff and other student support services staff) to be helpful to this applicant?

Respondent: _____ Date: _____
(Signature)

Please return the completed reference form in the envelope provided by the applicant, seal the envelope and sign your name across the seal, or, mail the reference directly to the nursing office: Tarleton State University, Department of Nursing, Box T-0500, Stephenville, Texas, 76402;