

Letter of Reference

Post-Baccalaureate Diploma in Gerontology

The Gerontology Diploma Program is a multi-disciplinary program for people interest in working with older adults. The person listed below is applying for admission to the _____(Spring, Summer or Fall) semester.

The deadline for this application is _____

Name of Applicant _____

Applicant's Address _____

Telephone: _____ Fax: _____ E-mail: _____

Name of Referee: _____

Title or Position held: _____

Agency or School: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Information for Referee

Please complete the following information to the best of your knowledge. We are providing this form for your convenience. If you prefer, you may provide the same information in a letter. References may be mailed or faxed directly to the Department of Gerontology at the address below or you may choose to return the reference to the applicant in the sealed envelope.

This information is requested to assist us in evaluating the application of the student listed above and is collected pursuant to the Freedom of Information and Privacy Act. It is the policy of this program to treat letters of reference as confidential. We can, however, be required to disclose the substance of any letter of reference where

The Admissions Committee would appreciate your frank assessment of the applicant's suitability for a career involving work with older persons.

Are there any other comments you would like to make? Attach a separate sheet if necessary.

Academic Reference

Category	Outstanding	Good	Fair	N/A	Remarks
Academic Preparation					<hr/>
Originality					<hr/>
Skill at Research					<hr/>
Industry/Initiative					<hr/>
Intellectual Capacity					<hr/>
Interpersonal Skills					<hr/>
Organization					<hr/>
Writing Skills					<hr/>
Leadership					<hr/>
All-round Ability					<hr/>

Signed:

Date:

Work Reference To be completed by a supervisor or volunteer co-ordinator.

What is the name of your company or organization?

Please provide a brief description of the clientele served by your company or organization.

What position did the applicant hold?

When did the applicant work with your organization?

Was this part-time or fulltime? Was this work paid or voluntary?

Please indicate with a check mark, your rating of the applicant in the following categories. If you do not feel qualified to give an opinion, please check N/A.

Category	Outstanding	Good	Fair	N/A	Remarks
Organization					<hr/>
Writing Skills					<hr/>
Leadership					<hr/>
All-round Ability					<hr/>
Originality					<hr/>
Industry / Initiative					<hr/>
Intellectual Capacity					<hr/>
Interpersonal Skills					

Signed: _____