

PERSONAL REFERENCE FORM

APPLICANT: Please print your name and address on the lines below, and give this reference to someone you have known for two years or longer. Also, read the information below and sign the waiver if you agree.

Name of applicant _____
Last First Middle Initial

Address _____
City State Zip Code

The Family Education and Privacy Act of 1974 grants students access to their official educational records if they are accepted to a school. This includes information supplied by references. The law also allows applicants to waive this right of access, but no school can require an applicant to waive this right, or discriminate against an applicant who declines to do so.

In accordance with The Family Education Rights and Privacy Act, I hereby waive my right to review this recommendation.

Applicant's Signature _____ Date _____

TO THE PERSON WRITING THIS REFERENCE: The above-named person has applied to Manna University. Please complete this form and return it as soon as possible to the following email address > admissions@manna.edu

Name _____ Profession _____

Address _____

Daytime Phone Number () _____

How long have you known the applicant? _____

In what relationship? _____

What are the applicant's strong points? _____

What goals does the applicant have? _____

Please comment on the applicant's home relationship with parents or spouse. _____

Will the applicant be able to function under constituted authority? _____

Are you aware of any drug/alcohol related problems within the last two years? _____

Do you know of any special circumstances, home conditions or health needs which might prove helpful in considering the applicant for admission? We are interested in positive factors as well as negative.

Please evaluate the applicant in each of the following areas:

General Impression

Is this person:

Generally acceptable in personal appearance?

Unknown Poor Average Good Superior

Socially acceptable in personal habits?

Well accepted by associates?

Skill in Communication

Does this person:

Speak clearly and effectively?

Unknown Poor Average Good Superior

Express ideas clearly in writing?

Interpret accurately and effectively the ideas of others?

Financial Responsibility

Does this person:

Show mature responsibility in money matters?

Unknown Poor Average Good Superior

Show ability to manage his/her money well?

Interpersonal Relationships

Does this person:

Respond well to authority?

Unknown Poor Average Good Superior

Show a willingness to be taught?

Work well in team situations?

Show a positive attitude towards members of other races?

Demonstrate appropriate conduct with members of the opposite sex?

Practical Characteristics

Is this person:

Adaptable?

Unknown Poor Average Good Superior

Punctual?

Reliable?

Emotional and Health Characteristics

Does this person:

Demonstrate emotional stability?

Unknown Poor Average Good Superior

Demonstrate ability to work under pressure?

Have a good attendance record?

Leadership Traits

Does this person:

Show leadership potential?

Unknown Poor Average Good Superior

Set and carry out goals?

Make sound decisions?

Show initiative and self-motivation?

What is your overall evaluation of the applicant? _____

Do you have any additional comments? _____

- I highly recommend this applicant
- I recommend this applicant
- I recommend this applicant with reservations
- I do not recommend this applicant