



Recommendation Letter

Please fill out this form, seal in an envelope,
and return to the applicant to be included
as part of their application.

Name of applicant: _____ Date _____

The individual named above is applying for a position at Children's Family Center. We appreciate your honest evaluation of the applicant's professional life. Thank you for your part in this recommendation process.

Your name (please print): _____

Telephone should we have further questions: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's professional life.

| | N/A | Weak | Good | Excellent | Out-standing |
|--|-----|------|------|-----------|--------------|
| 1. He/she has a personal commitment to early childhood education | | | | | |
| 2. Is a person of integrity | | | | | |
| 3. Is a role model for children and adults | | | | | |
| 4. Is dependable | | | | | |
| 5. Contributes as a team player | | | | | |
| 6. Shows a genuine interest in children and families | | | | | |
| 7. Is active in extracurricular activities | | | | | |
| 8. Manages time well | | | | | |
| 9. Effectively handles conflict and disagreement | | | | | |
| 10. Sets goals and follows through with them | | | | | |

Other comments?

Signature _____