**Professional Reference Letter**

**To be completed by applicant: Program applying to:**

**Name** (please print)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ Day

 ☐ Evening

References should include employers, teachers and business professional associates; **not** relatives or friends. ***References submitted by applicants are invalid.***

To be completed by Reference:

**In a few words, please describe the applicant’s:**

 Personality:

 Work Ethic:

 Responsibility/Reliability:

**Would you trust this candidate (once fully trained) to care for you, your children or your parents?**

**Please comment on the following:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Unsatisfactory** | **Satisfactory** | **Excellent** |
| Attendance (last 6 months) |  More than 3 days absent |  Less than 3 days absent |  Perfect |
| Punctuality |  More than 3 tardies |  Less than 3 tardies |  Never late |
| Customer Service |  Has had complaints |  No complaints |  Receives compliments |

**Reference’s Name** (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Relationship to Applicant** (please check one): Employer/Supervisor Teacher Business/Professional Associate

**Please place this form in an envelope and mail directly to:**

**OCM BOCES**

**Attn: LPN References**

**P.O. Box 4754**

**Syracuse, New York 13221**