

**EDGECOMBE COMMUNITY COLLEGE
PERSONAL REFERENCE FORM**

APPLICANT: Please fill in your name before giving this form to the individual who will supply the reference. You will need to submit (3) three forms of reference. Please make necessary copies before distributing this form! (PLEASE PRINT OR TYPE)

NAME: _____

PROGRAM OF STUDY: HEALTH INFORMATION TECHNOLOGY

WAIVER: I understand that by signing this statement I am agreeing not to request any information on this form. The comments are for Allied Health staff use and are not to be discussed with anyone who is not involved with admission into Edgecombe Community College.

SIGNATURE OF APPLICANT

DATE

The above named applicant has applied for admission to an Allied Health Program at Edgecombe Community College and has given your name for personal reference. Please respond candidly to the following questions in a way that best describes the applicant.

This form is not to be returned to the applicant but should be mailed directly to:

**Cathy Stephenson, Counselor
Edgecombe Community College
225 Tarboro Street
Rocky Mount, NC 27801**

The waiver on this form is provided for your convenience should you not want the applicant to have access to the comments you will make. By signing the statement, the applicant will agree not to request this form. By not signing this waiver, the applicant reserves his/her right to see the comments you make.

1. How long have you known the applicant and in what capacity? _____

2. In the medical field, staff have access to confidential information from charts and files and handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?

3. As far as you know, is there anything which might limit the success of this applicant in an allied health field?

4. What is your opinion of this person's degree of common sense? If possible, also describe how this person works while under pressure or stress?

Indicate the personality traits which best fit this person:

5. Concern for Others

- self-centered or indifferent
- somewhat socially concerned
- generally concerned

6. Responsibility

- unreliable
- somewhat dependable
- usually dependable
- conscientious in carrying out assumed or assigned responsibility

7. Integrity

- generally honest
- reliable and dependable
- consistently trustworthy

8. Emotional Stability

- easily excitable
- usually well-balanced
- exceptionally stable

9. Initiative

- below average
- average
- above average

10. Assertive

- is frequently assertive
- is sometimes assertive
- never appears to be assertive

11. Respect for Opinions of Others

- disregards opinions of others
- sometimes expresses a disregard for others
- is interested in opinion of others

12. Loyalty

- always puts self first
- sometimes wavering
- always considers assigned duties with utmost regard

13. Decision making

- always sound
- generally sensible
- impractical

14. Moral character

- questionable
- morally sound
- above reproach

15. Disposition

- constant complainer
- always courteous and tactful
- friendly and good-natured

16. Ability to keep confidences

- talks freely about everything
- sometimes betrays confidence
- can be trusted to keep confidences

17. Are you related to the applicant?

- Yes
- No

18. Please indicate whether or not you endorse the applicant as a suitable candidate for their chosen curriculum.

- Do not recommend
- Recommend
- Recommend with enthusiasm

Additional Comments _____

Signature

Date

Position

Phone

Address

City State Zip