



# Capital College

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## REFERENCE LETTER

Name of Applicant:

Surname

Given Names

To the Referee:

Your name: \_\_\_\_\_ Relationship to the applicant: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

The above named applicant has applied to the \_\_\_\_\_ Program . We appreciate your comments on each of the following area. Feel free to offer other comments not covered by the questions and to exceed space limitations whenever you think necessary.

1. In what capacity, how well, and how long have you known the applicant?

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2. Please comment on the applicant's strongest points.

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3. Please comment on the applicant's knowledge and experience of child care skills and abilities.

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4. Please comment on the applicant's communication skills.

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5. Please comment on the applicant's ability to work with others, in a group or a team.

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Signature

Date Signed

2014-08-13