



Employer or Teacher's Reference

To Applicant: Print your name and program / position on the lines below, and provide the following to an employer or teacher:

1. This form 2. Envelope

Name of applicant _____
First Middle Surname

Program / Position applied for at Medeba _____

Brief description of program / position _____

Dear Friend: Please answer the following questions and check the personality rating section to the best of your knowledge. The information which you give will be held in strict confidence.

1. How long have you known the applicant? _____ years _____ months.

2. How well do you know the applicant? _____

3. Describe the applicant's work habits. _____

4. Describe how the applicant's ability to get along with others. _____

5. What strengths have you observed? _____

6. What weaknesses have you observed? _____

7. Does the applicant respond well to authority? _____ If not, please comment. _____

8. Have you found the applicant consistently honest? _____ If not, please explain. _____

9. Would you recommend the applicant for the position / program applied for? _____ If not, please comment. _____

(OVER)

Personality Traits

Rating: Please check on each line the term which best applies. Example: _____



1. Teachability	Repeated instructions needed	Slow but retains well	Learns readily	Above average	Superior	Do not know
2. Dependability	Not dependable	Needs to be watched	Sometimes needs watching	Usually reliable	Always reliable	Do not know
3. Judgement	Unable to make decisions	Difficulty in making decisions	Tends to make snap judgments	Used good common sense	Superior judgment	Do not know
4. Initiative	Needs constant prodding	Needs occasional prodding	Performs assigned tasks	Goes beyond what is required	Seeks additional work	Do not know
5. Accuracy	Makes many errors	Somewhat inaccurate	Satisfactory	Better than most	High degree of accuracy	Do not know
6. Quality of Work	Careless	Acceptable but needs improvement	Average	Entirely satisfactory	Outstanding	Do not know
7. Quantity of Work	Unacceptable	Below average	Satisfactory	Good producer	Excellent producer	Do not know
8. Attitude toward Work	Uninterested	Varies greatly	Casual	Industrious	Enthusiastically interested	Do not know
9. Attitude toward Others	Selfish	Uncooperative	Pleasant	Cooperative	Unselfish	Do not know
10. Attitude toward You	Hostile	Somewhat unresponsive	Generally cooperative	Helpful	Unusually helpful	Do not know

Additional personal comments: (if you do not have sufficient space, please use separate sheet) _____

Name _____ Occupation _____

Phone Number _____

Signature _____ Date _____

Thank you for taking time to fill out this form.
**Please return this form to the applicant in a sealed envelope
 with your signature over the seal.**

For more information about Medeba please contact us at:
 www.medeba.com ♦ 705-754-2444 ♦ 1-800-461-6523