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| A close up of a sign  Description automatically generated |  | **MASTER OF SOCIAL WORK****REFERENCE FORM** |

### Applicant Name:       Date:

Please request references from three people who have recent knowledge about your qualifications. Include employers, supervisors of volunteer activities, faculty members, and others who can make informed statements about your readiness for a graduate academic program and your potential to make contributions to the field of social work.

Download the reference form (front and back) and send it each reference electronically. Instruct your references to forward their completed reference letters as attachments to emails to **graduateadmissions@park.edu**.

You may opt to print this form and provide a self-addressed envelope to your references, asking that they return it to you after signing across the seal. You should then forward or hand-deliver your references to **Park University Graduate Admissions, 8700 NW River Park Drive, CMB #104, Park Distance Learning, Parkville, MO 64152**.

Under the Family Educational Rights and Privacy Act of 1974, University students have the right to inspect their files upon request. Please sign one of the statements below so that the person writing this recommendation will know whether it will be held in confidence or whether it will be open to your inspection upon request.

###       I retain the right to read this recommendation      I waive my right to read this recommendation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature Date

Type of reference: Professional [ ]  Academic [ ]  Other [ ]

**To the Reference -** The above-named person is applying for admission to the M.S.W. program at Park University School for Social Work. We appreciate your candid comments about the applicant’s suitability for graduate study and the field of social work.

Your Name:       Date:

Position/title:       Organization:

Address:

City:       State:       Zip:

In what capacity have you known the applicant and for how long?

Please respond to the following questions and fill in the table on page 2. You may attach additional pages if needed.

1. Do you know of any matters pertaining to character, integrity, honesty, ability to accept responsibility, or related considerations that should be made known to the Park University MSW Admissions Committee?
2. Assess this candidate’s academic potential and ability to succeed in a MSW program:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Superior | Good | Average | Below Average | Unable to Rate |
| Academic performance |       |       |       |       |       |
| Motivation |       |       |       |       |       |
| Ability to work with others / flexibility |       |       |       |       |       |
| Verbal communication skills |       |       |       |       |       |
| Writing skills |       |       |       |       |       |
| Critical thinking skills |       |       |       |       |       |
| Respect for differences |       |       |       |       |       |
| Commitment to social justice |       |       |       |       |       |
| Interpersonal skills |       |       |       |       |       |
| Professional demeanor |       |       |       |       |       |

1. What is this candidate’s potential for leadership, and capacity for growth/development?

1. What skills have you observed that will contribute to their success in graduate school?

1. What are your recommendations as areas for continuous improvement for this applicant?

1. Check the level of your overall recommendation of this person.

Enthusiastic      Strong      Moderate     With Reservations      Not at this time

Additional comments:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

Thank you for your time. Submit the completed form via e-mail to **graduateadmissions@park.edu** ***OR*** enclose this reference in a self-addressed, stamped envelope and return it to the applicant after signing across the seal.

Park University School for Social Work • 8700 NW River Park Drive box 47 • Parkville, MO 64152 •

(816) 584-6518 [**www.park.edu**](http://www.park.edu/)