REQUEST FOR A LETTER OF RECOMMENDATION

I am applying to the Physical Therapist Assistant Program at Jefferson College in Hillsboro, MO, and am asking if you would be willing to complete this letter of recommendation to support my application. Should you decide to recommend me, I am willing to provide you with any information you may need to help you in this evaluative process. Please note the signed waiver below and include this page in the sealed envelope with the other recommendation forms. Thank you for your time and consideration as I embark upon this new journey.

APPLICANT WAIVER OF ACCESS TO LETTER OF RECOMMENDATION

Applicants: Please indicate whether or not you waive your right to review this letter of recommendation by signing the correct line at the bottom of this page.

NOTE: Waivers of access to letters of recommendation are optional and voluntary. Departments or programs at Jefferson College may request waivers, but do not deny admission, awards, employment, or any service or other benefit to students who fail to supply waivers. However, individual recommenders may choose to make the recommendation conditional on a signed waiver of access.

By signing below, I agree to waive my right to access and examine, now or at any time in the future, the letter of recommendation (or copies) written by the below named recommender.

Applicant Signature ___________________________ Date ____________

I do not waive my right to access and examine the letter of recommendation (or copies) written by the above named recommender.

Applicant Signature ___________________________ Date ____________
CONFIDENTIALITY EVALUATION OF APPLICANT

Applicant: _______________________________  Date: ____________________

The above named applicant has given you this recommendation form as needed for application to the Physical Therapist Assistant (PTA) Program at Jefferson College.

How long have you known this applicant? ________________________________

In what capacity have you been associated with this applicant? ____________________

______________________________________________________________

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

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<th>Characteristic</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unknown</th>
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<tbody>
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<td>Punctuality/Reliability</td>
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<td>Appearance</td>
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<td>Shows Initiative</td>
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<td>Quality of Work</td>
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<td>Problem Solving/Resourcefulness</td>
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<td>Stress Management</td>
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<td>Maturity/Emotional Control</td>
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<td>Interpersonal Skills</td>
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<td>Integrity</td>
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</table>
Please discuss the applicant’s characteristics you feel will make him/her a competitive candidate for this professional healthcare program.

☐ I recommend this applicant with confidence.
☐ I recommend this applicant.
☐ I recommend this applicant with some reservations.
☐ I would not recommend this applicant for admission.

Evaluator’s Name: __________________________________________
Evaluator’s Signature: ________________________________________
Contact Information: _________________________________________
______________________________________________________________
______________________________________________________________

Thank you,

If you have any questions, please feel free to call the PTA Program Director, Bridget Webb, at 636-481-3414.

Return this 3-page form in an envelope with your signature across the flap, to: Jefferson College
Attn: Bridget Webb
1000 Viking Drive
Hillsboro, MO 63050

This recommendation needs to be received by: DATE FOR 2016 TBD.