Recommendation Form

Part A: to be completed by applicant

Applicant Name (Last, First, Middle):

Address: Street City State ZIP

Phone: ( ) Email:

The person named above has applied for the Program of the Johns Hopkins University School of Education, headquartered in Baltimore, Maryland. He/she requests and authorizes you to release references and appreciates your completing Part B (below). He/she also releases you from any and all liability in connection with the completion of this reference. Your response will assist JHU School of Education faculty in appraising the applicant’s qualifications and dispositions for this program, specifically, and for the teaching profession in general. We sincerely appreciate your candor and cooperation. All information will be handled in a confidential manner.

Applicant’s Signature: ____________________________ Date: ________________

Part B: to be completed by referee

What is your relationship to the applicant? (please check all that apply):
Employee/Supervisee: ☐ Colleague: ☐ Student: ☐ Other (specify: ____________________________)
Active association with application: Duration (in months/years): _______________ Yr(s) (ex: 2005-06): _______________

Applicant’s Consistent and Typical Personal and Professional Characteristics, Qualities and Performances:
Please check the appropriate box, using the following scale:

5: Excellent, exceptional; 4: High quality; 3: Acceptable; 2: Needs much improvement; 1: Not acceptable; NB: No basis for judgment

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<th>Characteristics, Qualities, Performances</th>
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<td>Demonstrates punctuality, preparation, organization</td>
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<td>Displays positive professional appearance and demeanor</td>
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<td>Demonstrates initiative, creativity, resourcefulness, flexibility</td>
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<td>Shows self-confidence, “presence,” ability to think on his/her feet</td>
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<td>Seeks, accepts and applies feedback</td>
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<td>Communicates effectively and accurately, both verbally and in writing</td>
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<td>Maintains good health and stability/ equilibrium; manages stress effectively</td>
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<td>Interacts positively and effectively with many different types of individuals and in varied circumstances</td>
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<td>Exhibits and expresses a passion for working with and making a difference in the lives of children/young people</td>
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<td>Demonstrates high ethical standards, personal/professional integrity</td>
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Additional strengths: 


Specific concerns: 


Is this applicant a person you would want to teach a child about whom you care personally? Y:☐ N:☐ Not sure:☐

Please use the back of this form or a separate letter for any additional comments.

Name of person completing reference (print): ________________________________

Signature: ________________________________ Date: ______________

Title: ________________________________ Email: ________________________________ Phone: ________________________________

Address: ________________________________


Upon completion, please mail this form and your accompanying letter to the JHU School of Education, Office of Admissions at the following address:

JHU School of Education

Office of Admissions

6740 Alexander Bell Drive, Suite 110

Columbia, MD 21046