



Employer Reference Form

Kentucky Christian University Graduate School
 100 Academic Parkway
 Grayson, Kentucky 41143-2205
 Phone: 877-841-6391 • Fax: 606-474-3189
 E-Mail: gradstudies@kcu.edu



Part I

To the Applicant: Complete Part I of this Reference Form and then give it to your employer for his or her completion. After your reference completes this form, he or she should mail it directly to the Kentucky Christian University Graduate School in a pre-addressed envelope provided by you.

Name of Applicant _____ Phone # (_____) _____

Address _____

City _____ State _____ Zip+4 _____

Social Security # _____ Program of Interest _____

Notice: PUBLIC LAW 93-380, the Family Education Rights and Privacy Act of 1974, grants all students the right to inspect and review all of their official records. This right extends to letters of recommendation, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

I waive my right to review this reference form

I do not waive my right to review this reference form

Signature of Applicant _____ Date _____

Failure to sign either of the above indicates the applicant has not waived his/her right to review this reference form.

Part II

To The Employer: The person named above has applied for admission to Kentucky Christian University Graduate School. He or she gave your name as a reference to evaluate his or her academic potential. Please complete Parts II and III of this form and then mail it directly to the Office of Admissions in the pre-addressed envelope provided by the applicant. Your candid evaluation of this applicant is appreciated. Thank you for taking the time to assist in the application process.

How long have you known the applicant? _____

How well do you know the applicant? _____

Please rate the applicant in each of the following areas by circling the appropriate answer:
 (1=Unsatisfactory 2=Below average 3=Average 4=Above average 5=Exceptional N=No basis for judgment)

1. Intellect	1	2	3	4	5	N
2. Motivation / Initiative	1	2	3	4	5	N
3. Aptitude for problem solving	1	2	3	4	5	N
4. Leadership Ability	1	2	3	4	5	N
5. Cooperativeness	1	2	3	4	5	N
6. Creativity	1	2	3	4	5	N
7. Maturity	1	2	3	4	5	N
8. Interpersonal / Social Skills	1	2	3	4	5	N

