

**SALINE COUNTY CAREER CENTER
PRACTICAL NURSING PROGRAM**

2295 SOUTH HWY 65
MARSHALL MO 65340
660-631-8781 Office

Name of applicant (Print)

I hereby authorize my reference to issue any information they may have regarding my services and character and to hereby unconditionally release them from all liability for any damage whatsoever which might result from furnishing this information.

Applicant: Check (DO) or (DO NOT) below to indicate if you are willing to waive (give up) your right to view this letter of recommendation. If (DO) is checked, you will not be allowed to see this letter:

I (DO) (DO NOT) WAIVE THE RIGHT TO REVIEW THIS REFERENCE

Applicant's Signature (If not signed by applicant, we will consider the review waived.) Date

The above named person has applied for admission to the Saline County Career Center Program of Practical Nursing. Please check the box that most clearly describes the applicant.

What is your relationship to this applicant? Employer Supervisor Former or Current Instructor
 School Counselor Volunteer Coordinator Other-please specify. _____

How long have you known applicant? < 1 yr 1-3 yr 5 or more

May we call you if questions arise? Yes No

Recommendation: **Outstanding applicant** – Would feel comfortable having this person provide nursing care to my family.
 Average applicant – Should be able to complete studies and provide safe care to my family.
 Does not recommend- Shows little promise, would not allow this person to care for my family?

Signature

Position

Date

Printed Name

Address

Telephone

SCCC PN Reference

| Applicant's Name _____ | Meets and/or exceeds the expectation of being successful in becoming a nurse | | Does not meet the expectation of being successful in becoming a nurse. | | | |
|--|--|----------------|--|-----------------------------|--|--------------------------|
| | <i>Outstanding</i> | <i>Average</i> | <i>Below average</i> | <i>Substandard/Marginal</i> | | <i>No Basis to Judge</i> |
| | 4 | 3 | 2 | 1 | | |
| Adaptability - displays flexibility in adapting to changing conditions. | | | | | | |
| Appearance -displays grooming that is neat and appropriate | | | | | | |
| Attendance -regular in attendance and consistently punctual | | | | | | |
| Communication - relates concepts and ideas in a tactful manner using correct grammar and spelling | | | | | | |
| Decision Making -demonstrates a strong ability to identify, analyze and solve problems | | | | | | |
| Dependability - accepts responsibility and meets deadlines | | | | | | |
| Disposition -displays positive and friendly attitude | | | | | | |
| Emotional Stability - effectively handles pressure, stress and anxiety. | | | | | | |
| Interpersonal Relationships - works harmoniously and effectively with others | | | | | | |
| Leadership - projects self-confidence, authority and enthusiasm | | | | | | |
| Learning Ability - shows eagerness and capacity to learn | | | | | | |
| Moral Character -truthfulness, displays sense of right vs. wrong | | | | | | |
| Motivation -self starter, strong sense of purpose | | | | | | |
| Organization - prepares and accomplishes tasks independently and unsupervised | | | | | | |
| Response to constructive criticism -corrects problem without emotional response. | | | | | | |

Please attach a letter of reference indicating your observations regarding the suitability of this candidate. Letter must be signed.

***This is required for completion of the reference.**