

## REFERENCE FORM for Admission to Hesston College

**Applicant:** This reference form should be completed by a guidance counselor, teacher, coach, pastor, or employers and supervisors who know you well. References from personal friends or relatives are not accepted. **Please complete the information below** before giving this form to the person providing this reference. For ease of submission, please provide them a stamped envelope addressed to Hesston College Admissions, PO Box 3000, Hesston, KS 67062.

Applicant \_\_\_\_\_  
Name
City
State

Privacy Notice: The Family Education Rights and Privacy Act (FERPA) grants you the right to read this evaluation after you are enrolled as a student unless you waive that right below. We do not provide access to admission records to applicants who are denied admission, or to students who decline an offer of admission.

- Yes, I do waive my right to read this evaluation  
 No, I do not waive my right to read this evaluation

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reference:**

The person named above is applying for admission to Hesston College and has requested that you complete the following form as part of the application process. Please complete it thoroughly so we can learn to know the applicant as completely as possible. If you prefer to give a verbal reference, please call us toll free at 1-800-995-2757. Thank you for your assistance.

Person Providing Reference \_\_\_\_\_

Position \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know him/her? (check one)  
 \_\_\_\_\_ By name/sight    \_\_\_\_\_ Casually    \_\_\_\_\_ Fairly well    \_\_\_\_\_ Very well

Please rate the applicant on each of the following areas:

	Excellent	Good	Average	Poor	Unable to Rate
Dependability					
Punctuality					
Truthfulness and integrity					
Quality of work					
Ability to learn new tasks/skills					
Initiative/motivation					
Flexibility and adaptation to change					
Ability to display professional behaviors					
Maturity					
Social interaction skills					
Communication skills					
Handles stress/anger appropriately					
Emotional stability					
Caring attitude					
Leadership potential					

What do you consider to be the applicant's challenges or areas for continued growth?

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The following statement appears on Hesston College's application for admission. When applicants sign their application forms, they agree to follow these lifestyle standards while they are a part of our campus.

*Hesston College is committed to certain lifestyle standards that every student is required to live by even if the standards differ from personal convictions or preferences. We are committed to being an alcohol and drug-free campus; to responsible and honest relationships with others that are not coercive, exploitive, abusive or promiscuous in nature; and adherence to all local, state and federal laws.*

Do you think the applicant will be able to live within these standards? Please comment.

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Your recommendation of this applicant for admission to Hesston College:

<input type="checkbox"/> Highly recommend	Comments: _____
<input type="checkbox"/> Recommend	_____
<input type="checkbox"/> Recommend with reservations	_____
<input type="checkbox"/> Do not recommend (please comment)	_____

**Personal Comments:** What should we know that would allow our staff (faculty, campus counselor, campus pastor, and other student support services staff) to be helpful to this applicant?

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Respondent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

*Please return reference form either via mail to address below  
or by fax to Hesston College Admissions at 620-327-8300*

Hesston College Admissions, Box 3000, Hesston, KS 67062 Phone: 1-800-995-2757