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:

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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Unable to Rate</th>
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<tbody>
<tr>
<td>Dependability</td>
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<td>Punctuality</td>
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<td>Truthfulness and integrity</td>
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<td>Quality of work</td>
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<td>Ability to learn new tasks/skills</td>
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<td>Initiative/motivation</td>
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<td>Flexibility and adaptation to change</td>
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<td>Ability to display professional behaviors</td>
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<td>Maturity</td>
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<td>Social interaction skills</td>
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<td>Communication skills</td>
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<td>Handles stress/anger appropriately</td>
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<td>Emotional stability</td>
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<td>Caring attitude</td>
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<td>Leadership potential</td>
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What do you consider to be the applicant’s challenges or areas for continued growth?

________________________________________________________________________

________________________________________________________________________

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.

________________________________________________________________________

________________________________________________________________________

Your recommendation of this applicant for admission to Hesston College:

_____Highly recommend  
Comments: ____________________________

_____Recommend  
Comments: ____________________________

_____Recommend with reservations  
Comments: ____________________________

_____Do not recommend (please comment)  
Comments: ____________________________

**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?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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