

INSTRUCTIONS TO THE APPLICANT

Please provide **TWO** references. One referee must be **from an instructor or professor who has taught you in a course** and must address your most recent academic experience/potential, and one must be from a supervisor in the field of social work or human services that demonstrates the applicant's skills and abilities in their most recent related work experience. **ALL** letters **MUST** be on this official reference form. Upon completion, **your referee must email this form to admissions@ufv.ca**. Emails received from the applicant will not be accepted.

INSTRUCTIONS TO THE REFEREE

As an applicant to the **Bachelor of Social Work** program at the University of the Fraser Valley, this individual is requesting a confidential statement from you regarding their suitability for advanced practice in social work. Upon completion, **the form needs be emailed to admissions@ufv.ca**.

The BC Freedom of Information and Protection of Privacy Act allows an applicant to have access to the information contained in his/her letters of reference where that can be done without disclosing the identities of the referees who supply a reference in confidence. It is understood between UFV and yourself that the letter of reference is supplied in confidence, unless you state otherwise.

Name of Applicant	In what capacity do you know the applicant? Academic Instructor Supervisory
Name of Referee, please add qualifications, if applicable (i.e: BA, BSW)	Referee's Position, Title or Profession
Referee's Employer	How long have you known the applicant?
In evaluating this applicant, with which reference group are you making comparisons: Other students you have taught Other employees Other (please specify)	
How does this applicant rank compared to the skills of other students you have taught /employees? Top % Bottom %	

SPECIFIC ABILITIES		EXEMPLARY (TOP 10%)	EXCELLENT (11-25%)	GOOD (26-50%)	AVERAGE (BELOW 50%)	UNABLE TO ASSESS
Keeping in mind your reference group, please check the rating that best indicates your evaluation of the applicant						
Intellectual ability	Academic ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	a) Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to analyze problems from a critical perspective		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work collaboratively		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to respect differences in other people		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional suitability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to ethical practice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References are a determining factor in the selection process. Please comment on the following attributes of the applicant.

In what capacity and how long have you known the applicant:

Professional ethics and suitability:

Reservations or concerns:

Strengths and Capabilities:

Referee's Name (Type or Print)	Referee's Telephone Number (with area code)
Referee's signature	Date

Protection of Privacy

The University of the Fraser Valley complies with the provisions of the Freedom of Information and Protection of Privacy Act. The personal information requested on this form is collected under the authority of the University Act, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). The information will only be used for the purpose of evaluating applications for the Bachelor of Social Work Program at UFV. Direct any questions about this collection to the School of Social Work and Human Services at UFV at schoolofswhs@ufv.ca, (604) 504-7441 local 4279, or see www.ufv.ca/informationprivacy.