

Thank you for agreeing to provide a reference for \_\_\_\_\_  
 (Name of applicant)

Eligible applicants are women who:

- Are single women who are supporting themselves through school i.e. not living at home with parents and have no dependants.
- Have financial need.
- Are enrolled in or have been accepted to a vocational/skills training program, an upgrading or ESL program, or an undergraduate degree program.
- Are motivated to achieve their educational and career goals.
- Are living in southern Alberta at the time you apply.
- Are not Soroptimist members, employees of Soroptimist International of the Americas or immediate family of either.

In order for applicants to be fairly judged, reference forms are required. Please submit your reference on this form only and email the completed form back to the applicant for submission. This reference form must be submitted by the applicant with her application.

**Please use Adobe Reader—a free download to fill out the form:**

- Step 1: Download and open Adobe Reader.
- Step 2: Select the "Hand Tool" that appears as a small white hand.
- Step 3: Move the "Hand Tool" to the first blue text box and click.
- Step 4: A cursor will appear and you can begin typing your responses to complete the application.  
 (Note: You will not be able to change the type size. Please limit your answers to the space allotted.)
- Step 5: Once all parts of the form are completed, select "File" and choose "Save As" from the drop-down menu and change the file name (for example, Name of award Application DR where DR are your initials). Click "Save".
- Step 6: Email the completed form back to the applicant.

**Please use your personal knowledge of the applicant to respond to the following questions:**

1. How long have you known the candidate, and in what capacity (employer, school instructor, friend, etc.)?
  
2. Please rate the candidate in the following areas, based upon your knowledge of her achievements and strengths. A score of "1" means that you "strongly disagree" with the statement; a score of "5" means that you "strongly agree" with the statement.

	Strongly Disagree	Mostly Disagree	Somewhat Agree	Mostly Agree	Strongly Agree	Don't Know
A. The applicant has clear goals.	1	2	3	4	5	
B. The applicant is motivated to reach these goals.	1	2	3	4	5	
C. The applicant has demonstrated that she is responsible.	1	2	3	4	5	
D. The applicant would be an inspiration to others.	1	2	3	4	5	



3. Please tell us what you believe to be the applicant's particular strengths in her personal, educational, or professional life. If you can, give examples of particular accomplishments.

4. What is your knowledge of the applicant's educational goals and her progress toward achieving these goals? Consider any barriers or difficulties she has overcome.

5. Is there any additional information we should know about this applicant in regard to this award program?

**COMPLETED BY** (IMPORTANT: Please email completed reference form to the applicant for submission with her application.)



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company or Organization you represent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

