Texas State University
RRT-to-BSRC Online Completion Program
Reference Request Form

TO BE COMPLETED BY THE APPLICANT

Applicant’s Name: ____________________________ Texas State ID: _____________
Address: ____________________________________________
City: ____________________________ State: _______ Zip: ___________

I am applying to the Respiratory Care Program for ________ (specify semester and year) and certify that this reference is a professional reference and not a family member or friend.

Release of access to this reference: The Applicant must complete and sign one of the following statements before submitting this form to the evaluator. This request is in Federal Law P. L. 93-380 (Family Educational Rights and Privacy Act of 1974).

I hereby voluntarily waive and relinquish any right to access to this confidential reference. I retain my rights to access this confidential reference.

Sign ____________________________ Date ____________ Sign ____________________________ Date ____________

TO BE COMPLETED BY THE EVALUATOR: The Admission Committee requests a frank appraisal of the applicant’s characteristics and behaviors. This information is useful in selecting applicants for the program.

Please place an X under the rating column which best describes the applicant’s characteristics and qualifications and include a short narrative in the space provided on the second page of this form.

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<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Attitude and Personality – cooperative, confident, courteous, accepts criticism</td>
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<td>Reliability – honest and dependable, ethical behavior</td>
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<td>Personal Appearance – neatness and cleanliness</td>
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<td>Work Habits and Industry – motivation, self-discipline, resourceful, ability to organize, conscientious, takes initiative</td>
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<td>Performance Under Pressure – problem solving skills, critical thinking skills, appropriate response to stress</td>
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<td>Capacity for Independent Thinking – curiosity, creativity, leadership</td>
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<td>Communication – verbal and written clarity, coherence, confidence in conversation, capacity for empathy</td>
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<td>Likelihood of Career Success - Aptitude for health professions</td>
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</table>
Reference Request Form (continued)

Applicant’s Name: ____________________________________________

Write a short narrative description of your overall impression of the applicant:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How long have you known the applicant?
________________________________________________________________________

In what capacity? (Volunteer related experience is acceptable.)

[  ] I am applicant’s current or former supervisor.
[  ] I am applicant’s current or former employer.
[  ] I am applicant’s current or former instructor.

Overall recommendation: (Please check the appropriate statement.)

[  ] Highly Recommend [  ] Recommend [  ] Recommend with Reservation [  ] Do Not Recommend

TO BE COMPLETED BY EVALUATOR (Please Print)

Name_________________________________________Job Title (if applicable) ____________________

Name of Agency or Business: __________________________________________________________

Address: __________________________________________________________________________

                      Street Address                  City                  State                  Zip

(____) __________________________________________________ Telephone Number

Signature______________________________________________Date ____________________________

Please return this completed form to the applicant. Do not send this form directly to the
Department of Respiratory Care.

Please note: References must be included in application packet to be turned in by the applicant
before the deadline.