



School of Nursing

REFERENCE FOR ADMISSION

Name of Applicant _____
Last First Middle Previous

PART I: To be completed by Applicant

In compliance with the Family Educational Rights and Privacy Act of 1974 as amended in 1981, an applicant is granted the right to relinquish access to letters of reference. To assure that your records are held in compliance with the law, check one of the following:

- ___ I give up my right to read this letter of reference.
- ___ I do not give up my right to read this letter of reference.

Applicant's signature _____ Date _____

PART II: To be completed by the person writing the reference

The above-named applicant is being considered for admission to The Western Pennsylvania Hospital School of Nursing. In order to assess the applicant, the Admissions Committee of The Western Pennsylvania Hospital School of Nursing would appreciate your evaluation of the applicant. After the applicant has signed Part I, please:

- Assess the characteristics of the applicant (chart below).
- Respond to the questions on the reverse side.
- Return the form to: The Western Pennsylvania Hospital School of Nursing, 4900 Friendship Avenue, Pittsburgh, PA 15224.

Thank you for your assistance.

| Characteristic | Always | Usually | Never | Not applicable |
|------------------------------|--------|---------|-------|----------------|
| Neat personal appearance | | | | |
| Self-directed | | | | |
| Responsible | | | | |
| Seeks guidance appropriately | | | | |
| Cooperative | | | | |
| Accepted by peers | | | | |
| Follows directions | | | | |
| Uses time wisely | | | | |

| Characteristic | Always | Usually | Never | Not applicable |
|-------------------------|--------|---------|-------|----------------|
| Works independently | | | | |
| Works well with others | | | | |
| Considerate | | | | |
| Honest | | | | |
| Punctual | | | | |
| Good attendance | | | | |
| Dependable | | | | |
| Demonstrates leadership | | | | |

(Please answer the questions on the reverse.)

The Western Pennsylvania Hospital School of Nursing REFERENCE FOR ADMISSION

PART III: Questions for those providing the reference

1. How long have you known the applicant, and in what capacity?
2. Summarize the characteristics of the applicant that would lead to success in the nursing profession.
3. In what community service and/or volunteer activities or projects has the applicant taken an active part?
4. Are you aware of anything that might negatively affect the applicant's success in nursing? If so, please specify.
5. What is the quality of the applicant's work, if applicable.
6. Additional comments:

Indicate whether or not you endorse the applicant as a candidate for admission to The Western Pennsylvania Hospital School of Nursing by checking one of the following:

Endorse _____ **Do not endorse** _____

Signature _____

Date _____

Printed name _____

Position _____

Phone _____

Please return this completed form to:

The Western Pennsylvania Hospital School of Nursing
4900 Friendship Avenue
Pittsburgh, PA 15224