



## Reference Form Submission Deadline January 25, 2021

To be completed by two (2) adults. References may not be provided by parents, relatives, or classmates and must be returned to the CTE office at JHS in a sealed envelope, or a scanned and emailed directly to Mrs. Beth Vandal at [bvandal@jpsonline.org](mailto:bvandal@jpsonline.org).

Candidate's Name	
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Name of person Completing this form	
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Affiliation with the Candidate	
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Phone Number		Email	
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<b><i>Please rate the above mentioned candidate by placing a check (X) in the appropriate column for each of the following categories:</i></b>	Below Average	Average	Above Average	Outstanding	Unknown
<b>Academic Ability:</b> completes work on time, inquisitive, academically driven					
<b>Dependability</b> - prompt, sincere, consistent, truthful, follows directions					
<b>Leadership</b> - assertive, able to inspire others, resourceful, listens, uses good judgment					
<b>Industrious</b> - persistent, good work habits, makes good use of time, hard working					
<b>Mental Alertness</b> - attentive, interested, eager to learn					
<b>Initiative</b> - accepts responsibility, able to work without supervision, works at a steady pace, starts work without instruction					
<b>Ability to Get Along With Others</b> - adaptable, friendly, tactful, respectful of others, sense of humor					
<b>Attitude</b> - positive, honest, practices self-discipline, enthusiastic, motivated					

Please include any additional information or comments you would like to share in the space below <i>(feel free to attach an additional sheet if necessary)</i>

Please return this confidential *Reference Form* just as soon as possible to:

BethVandal  
Jenison High School  
2140 Bauer Rd.  
Jenison, MI 49428  
616-457-3400 ext 3358