

Applicant Last Name

First Name

Academic Level:



**BRANDMAN**  
University Chapman University System

## Teacher Preparation Candidate Recommend an Applicant

**Education Applicants:** Recommendations are required from individuals who have known you in an academic professional and/or personal qualifications context (i.e. skills with youth, intellectual/problem solving skills, character). Relatives may not submit recommendations. If you previously attended a Teacher Preparation Program at another institution and have taken education coursework within the last three years (not including prerequisites in a liberal studies program), one recommendation must be from a faculty member at the previous institution who can attest to your good standing in that program.

**DIRECTIONS TO THE APPLICANT:** Complete the first page of this form and give it to an individual who has agreed to serve as a reference for you and provide them with a return envelope addressed to:

Brandman University  
Office of Admission  
16355 Laguna Canyon Road  
Irvine, CA 92618

### Applicant Identifying Information

Last Name		First Name	
Address		SS# (Last 4 digits for verification purposes)	
City	State	Zip Code	Email Address
Program Applying to		Primary Phone(###-###-####)	

### Recommendation Waiver

Do you wish to waive your right to examine this recommendation? Yes  No

Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including recommendations. However, students may waive their right to view these recommendations, in which case they will be held in confidence

Applicant Signature: \_\_\_\_\_

### Recommender Information

Last Name		First Name	
Address		Email Address	
City	State	Zip Code	Primary Phone(###-###-####)

**How long have you known the applicant?**

\_\_\_\_\_/\_\_\_\_\_  
Years Months

**In what capacity do you know the applicant?**

\_\_\_\_\_  
Professionally / Academically

### Company / Organization Information

Company / Organization		Position / Title	
Address	City	State	Zip Code



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### Applicant Evaluation

**Please rate the applicant on each of the following factors:**

#### Professional Skills

**Organization:** The applicant identifies specific tasks, collects appropriate information and generally functions in a logical, efficient, and productive manner.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Dependability and Responsibility:** The applicant can be relied upon, handles responsibility well, and follows through on commitments.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Leadership:** The applicant can organize and direct activities involving people and help others to accomplish tasks through direction and example

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Initiative:** The applicant identifies what needs to be done in situations and does it promptly.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Time Management:** The applicant organizes time so that tasks undertaken are completed in accordance with a schedule that has been predetermined, or agreed upon by the applicant.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Ability to work well with others:** The applicant gets along with others, respects diversity, and has potential for working with students with diverse backgrounds: for example, age, ability level, culture.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Attendance and Punctuality:** The applicant consistently keeps appointments and arrives on time.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment



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**Quality of Work:** The applicant consistently exhibits a high quality of work in relation to others with the same job title.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

Additional Comments about Applicants Professional Skills:

**Communication and Scholarship**

**Oral Communication:** The applicant uses language accurately and expresses self clearly and concisely.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Written Communication:** The applicant uses written language for a variety of purposes to articulate ideas in a clear, concise, and correct manner.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Scholarship:** The applicant maintains a high level of intellectual inquiry. He/She engages and takes risks intellectually

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Aptitude:** The applicant readily grasps new ideas and concepts.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

Additional Comments about Applicants Communication and Scholarship:

Applicant Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Academic Level: \_\_\_\_\_



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**Maturity:** The applicant acts with poise, mature judgment, and self-control.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Enthusiasm:** The applicant has a positive attitude and reacts with enthusiasm and optimism.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

**Self-confidence:** The applicant demonstrates confidence in his/her own ideas and abilities but is willing to acknowledge mistakes when made.

- Excellent
- Sufficient
- Insufficient
- No basis for judgment

Additional Comments about Applicants Personal Qualities:

Recommender Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Recommender Signature: \_\_\_\_\_