



Admissions Office
 Ambassador Baptist College
 PO Box 158
 Lattimore, NC 28089
 704-434-0303
 admissions@ambassadors.edu

Ambassador Baptist College

4B

Employer's/Teacher's Recommendation

Please fill out as completely as possible. Please print.

Waiver

(this section to be completed by applicant)

Applicant's name: _____ Home phone: (____) _____

I willingly waive my right of access to see this recommendation, knowing that this waiver is not required as a condition for admission.

Signature: _____ Semester you plan to attend: _____

Recommendation

(this section to be completed by employer/teacher)

The above-named person has applied for admission to Ambassador Baptist College and has given your name as a reference. Please answer the following questions and complete the personality rating section to the best of your knowledge.

Be advised that due to the Family Educational Rights and Privacy Act of 1974, the applicant has the right of access to this document unless he or she has signed the waiver statement above. If the waiver statement is not signed and there is information which you prefer to communicate personally, you may call the Academic Dean at 704-434-0303.

Business/school name: _____

Address: _____

City: _____ State: _____ Zip: _____

Position held by applicant: _____ Length of service: _____

Personality Traits

(Place a check in the box to the front of the comment which best applies.)

Teachability

Needs repeated instructions Slow but retains well Learns readily Very superior

Dependability

Not dependable Needs to be watched Usually reliable Thoroughly dependable

Judgment

Unable to make decisions Makes snap judgments Uses good common sense Superior judgment

Initiative

Needs constant supervision Relies somewhat upon others Ably carries out assignments Anticipates needs; is resourceful

Accuracy

Too many errors Somewhat inaccurate Satisfactory High degree of accuracy

Quality of work

Careless; unsatisfactory Acceptable; needs improvement Very satisfactory Outstanding

Quantity of work

Has to be prodded Acceptable; needs improvement Good producer Usually rapid worker

Attitude toward work

Very poor attitude Neutral Good producer Enthusiastic

4B**Employer's/Teacher's Recommendation**

Attitude toward associates

 Reluctant to cooperate Makes little contribution Gets along well with others Fullest possible contribution

Attitude toward superiors

 Reluctant to cooperate Somewhat unresponsive Generally cooperative Very cooperativeHave you found the applicant to be consistently honest? Yes No If "no," please comment: _____

Please use this space to give any additional information which would assist us in determining the needs of the applicant:

Additional References

Please list the names and addresses of two other unrelated references that we may contact:

Name: _____ Phone: (_____) _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Phone: (_____) _____

Address: _____

City: _____ State: _____ Zip: _____

Signature

I would recommend this applicant for admission:

 without reservation with reservation could not recommend (please explain on a separate sheet of paper)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Position: _____

Signature: _____ Date: ____/____/____

Please mail completed form to the address at the top of the previous page.