



We transform people and places through investments in creativity.

2019 APPRENTICE PROGRAM APPLICATION

RECOMMENDATION FORM (BRING THIS TO YOUR INTERVIEW)

APPLICANT: You may submit 1 letter of recommendation or this form completed by an adult older than 21 years of age who is not a relative or friend. Please select someone who knows your work performance well, such as a teacher, past employer, community or clergy leader, or mentor. This form MUST accompany your application. We may contact your reference to verify their recommendation of your work performance.

REFERENCE: You may write a letter of recommendation for the Applicant or complete this form. This recommendation is an important component of the ArtWorks hiring process. Applicants must bring this recommendation with them to their interview. If you write a letter of recommendation, please be sure to reflect on questions below and to include your contact information.

NAME OF APPLICANT _____

NAME OF REFERENCE _____

REFERENCE PHONE # _____

REFERENCE EMAIL _____

What is your relationship to the Applicant? _____

How long have you known them? _____

Circle the rating that best describes the applicant:

DEPENDABILITY	Excellent	Good	Fair
	Poor		
PUNCTUALITY	Excellent	Good	Fair
	Poor		
ACCURACY OF WORK	Excellent	Good	Fair
	Poor		
WILLINGNESS TO LEARN	Excellent	Good	Fair
	Poor		

JUDGEMENT	Excellent	Good	Fair
Poor			
COMMUNICATION SKILLS	Excellent	Good	Fair
Poor			
PROFESSIONALISM	Excellent	Good	Fair
Poor			
RESPECT FOR OTHERS	Excellent	Good	Fair
Poor			
EMPATHETIC	Excellent	Good	Fair
Poor			
CREATIVE PROBLEM SOLVING	Excellent	Good	Fair
Poor			

RECOMMENDATION FORM (CONT.)

Please answer the following questions:

Have you observed Applicant working on a team? If so, what was his/her role? How did he/she interact with the team? Would you recommend Applicant for a job in a collaborative, team environment?

Is Applicant self-motivated? Does he/she take direction well or require extra direction and/or supervision when assigned a task?

How does Applicant respond to constructive criticism?

Would you recommend this person for ArtWorks? (Please circle one) Y/N

We encourage you to provide any additional comments.

REFERENCE SIGNATURE _____ **Date** _____