

## STATEMENT OF REFERENCE

Re:

The Candidate named above has advised this Office that you have consented to write a Statement of Reference on his or her behalf. In preparing your Statement, please be thorough, concise and fair. You may wish to comment on aspects of the candidate's professional competence and personality-noting particularly such matters as his or her ability to work effectively with other people. We encourage you to discuss the nature of your critique and share a copy of it with the Candidate. Type on this side only (handwriting may not reproduce satisfactorily).

Return your completed statement of reference to:

Office of Career Services

Westminster Choir College of Rider University, 101 Walnut Lane, Princeton, NJ 08540

The declaration below is in compliance with the Family Education Rights and Privacy act of 1974 which addresses the issue of confidentiality and the candidate's right of access to conditional Statements of Reference, such as this one which you have consented to write.

The candidate hereby declares whether or not he or she wishes the right of access to your Statement of Reference after it has been added to the confidential files in the Office of Career Development of the College.

- I waive my right of access to this Statement of Reference. (I understand that this Statement is confidential and will not be made available to me without prior consent of the author.)
- I do not waive my right of access to this Statement of Reference and hereby advise the author accordingly.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Position of Writer:

Signature:

Organization:

Name (print):

Address:

Date: