



Candidate Reference Form

Candidate Completes this Section

Name of Applicant (please print) _____

In compliance with the Privacy Act of 1974, the applicant must complete and sign the following statement before submitting this form to the respondent.

I waive my right of access to this reference form. I do not waive my right of access to this reference form.

Signature of Applicant: _____ Date: _____

Individual Providing Reference Completes this Section

Name _____ Date _____

Email _____

Field of Research (If Applicable) _____ Phone Number _____

Mailing Address _____

May we contact you regarding this applicant? Yes No

Type of Reference Academic Personal Professional

Time Acquainted with Applicant (approximate) From / To Month Year Month Year

I have known Applicant as a/an Undergraduate Graduate Student Employee Technical Assistant Research Assistant Other Colleague Research Supervisor

Please rate the applicant on a scale of 1 to 5 in relation to his/her peers, students, and researchers where 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Adequate, 1 = Inadequate, NA = Not Applicable

- 1. Creativity _____
- 2. Leadership capabilities (safety, team-oriented, decision-making) _____
- 3. Judgment on scientific or clinical approach _____
- 4. Interpersonal relationships _____
- 5. Technical competence _____
- 6. Knowledge of research methods _____
- 7. Oral communication effectiveness _____
- 8. Written communication effectiveness _____
- 9. Ability to produce quality, professional work _____
- 10. Ability to complete a project _____

11. Given your experience with the applicant, which do you think best describes their approach?

- The applicant tends to follow her/his interests wherever they might lead.
- The applicant is a very goal-oriented person.
- The applicant isn't very happy doing what he/she is doing now and wants to do something else.
- Unknown.

12. In work assignments involving other people, the applicant

- always assume a leadership role
- takes a leadership role when assigned
- prefers a contributory role
- appears to often work outside the group
- unknown

13. The position the applicant is seeking requires confidence in matters of national security. On a scale of 1 – 5, with 5 being most comfortable, how comfortable would you be with this applicant in such a position?

- 5 4 3 2 1

14. The position the applicant is seeking requires work-related assignments outside of normal business hours and workdays. On a scale of 1 – 5, with 5 being most willing, how do you rate the applicant's willingness to work outside routine work schedules.

- 5 4 3 2 1

15. The position the applicant is seeking requires the ability to communicate important information to wide variety of audiences. On a scale of 1 – 5, with 5 being most capable, how do you rate the applicant's ability in this area?

- 5 4 3 2 1

Written Letter of Reference

On official letterhead, please describe in detail evidence of the candidate's success, to help illustrate the rankings provided in the above section. Comment on his/her demonstrated or acquired skills as shown during the course of your interactions with the candidate. Please discuss the candidate's potential position as a Biosafety/Biocontainment professional. The position requires leadership and the ability to multitask, as well as make fair and balanced technical judgments.

Based on your knowledge of the candidate, would you hire him/her if you had an appropriate vacancy? Please explain why or why not (This aims at interpersonal relationships, supervisor/organization compliance, pride in work/results, etc).

Mailing Instructions

Please place reference form in a sealed envelope. Sign your name across the envelope flap. Please mail the sealed reference directly to the address listed below or you may give the sealed and signed envelope to the candidate to return with his/her application package.

NBBTP
Frontline Healthcare Workers Safety Foundation, Ltd.
Three Dunwoody Park, Suite 103
Atlanta, GA 30338

****References must be postmarked by MAY 1, 2009. ****
Incomplete application packages will be reviewed as submitted.
Materials that arrive after May 10, 2009
will not be considered on the applicant's behalf.