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**CHILDREN, YOUTH AND FAMILIES DEPARTMENT**

**TITLE IV-E STIPEND REFERENCE FORM**

**APPLICANT SECTION**

It is required that a total of **3 references** be obtained from the following: current/former employer, academic advisor/professor or an individual who would best be able to provide reference information concerning the applicant’s character, ability and potential in the field of Social Work. Reference respondents cannot be relatives. Complete the following information and then give the reference respondent this form to complete.

Renewal applicants must only submit **1 reference**. Reference must be obtained from the practicum agency instructor.

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position/Title (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# REFERENCE RESPONDENT SECTION

The above-named applicant is applying for a Children, Youth and Families Department (CYFD) Stipend. This work involves a high level of social work skills, and personal integrity**.** The ability to write clearly and to communicate effectively are vital qualifications. Emotional maturity, knowledge of self and stability are essential. Equally important, motivation to enter the child welfare field should include an awareness of diversity, social issues and a deep concern for children and families. You can best help the applicant by being frank and honest about his or her strengths and limitations. Provide comments on specific talents that the applicant has demonstrated in human services work and/or other types of work.

On a separate attached page, you are requested to provide comment regarding your assessment of this applicant’s ability and professional competency factors (items a-f).

1. applicant’s motivation and intellectual capacity to complete program of study
2. applicant’s written, verbal and organizational skills for child welfare work
3. applicant’s demonstrated aptitude for working constructively with diverse client populations

(race, gender, age, ethnicity)

1. language competencies you are aware of that the applicant possesses or has acquired
2. emotional stability, maturity and potential for future growth in social work
3. capacity and length of time you have known this applicant

**Please indicate your overall endorsement of the applicant:**

Recommend highly Recommend with Reservation

Recommend Do not recommend

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address** **Phone Number**

**Reference respondent must EMAIL completed form with attached letter to:**

**Sharen Maldonado at skmaldonado@nmhu.edu (505) 426-2058**.

Online Document Link 2206 Rev 3/2024