



ESTR  
(Education and Skills Training Program)

**REFERENCE LETTER**

Name of Applicant: \_\_\_\_\_

Name of Referee: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

1. a) In what capacity do you know the applicant?

---

---

b) How long have you known the applicant?

---

2. Please comment on the applicant's abilities in the following areas:

a) Communication skills (written & verbal)

---

---

---

---

---

---

---

b) Ability to work independently (on their own and without direct supervision)

---

---

---

---

---

---

---

c) Ability to follow directions.

---

---

---

---

---

---

---

d) Ability to manage their own transportation to and from the workplace.

---

---

---

---

---

---

---

- e) Demonstrates a healthy lifestyle (i.e. Stress management, emotional stability, appropriate personal boundaries).

---

---

---

---

---

---

---

3. What are the applicant's strengths?

---

---

---

---

---

---

---

4. What are the applicant's challenges?

---

---

---

---

---

---

---

5. What entry-level jobs would be suitable for this applicant?

---

---

---

---

---

---

---

6. Other comments (e.g. barriers to completing program, work or volunteer experience, and special circumstances):

---

---

---

---

---

---

---

Signature: \_\_\_\_\_

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