



Northampton Community College

3835 Green Pond Road

Bethlehem, PA 18020

610-861-5344

FAX: 610-861-5374

CAREER SERVICES OFFICE

REFERENCE FILE SERVICE

The purpose of this service is to provide prospective employers and/or colleges with information about your qualifications. At your request we will forward copies of your references and/or transcripts free of charge directly to the employer or college you designate.

This packet contains the following:

1. **RELEASE OF INFORMATION FORM** - to be completed by you and returned to the Career Services Office - College Center 348.
2. **REFERENCE INFORMATION FORM** - to be completed by you and returned to the Career Services Office - College Center 348.
3. **REFERENCE** - top portion to be completed by you and bottom portion to be completed by the reference writer. The reference writer may be a current or former employer, supervisor or instructor. Be sure to ask the reference writer if they feel they know you well enough to write a reference for you. The writer should be able to discuss your skills and abilities as well as your general work habits. A reference writer may compose a typed letter if they prefer not to use the reference form.
4. **RESUME** - you must submit a professional looking resume to be included as part of your file. Consult with one of the Career Services staff if you need assistance with this.

You should include **three (3) references** in your Reference File. If you want your own copies of the reference, please obtain the copies before the reference writer returns the reference form to the Career Services Office.

IMPORTANT

Before we can send any of your credentials (either transcripts or references) to a prospective employer or college, your Reference File **must** be complete. When all three of your references have been received, you will be notified by postcard. Until you receive the notification, it is **your** responsibility to follow-up on the completion of the file.

Please note that we will contact you in five years to determine whether you would like to update your file or have it discarded.



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Phone: (610) 861-5344

Fax: (610) 861-5374

Email: careers@northampton.edu

Release of Information

I authorize the Career Services Office of Northampton Community College or its agents to release to prospective employers and/or colleges information concerning my scholastic record and personal qualifications. I understand that no release of information will be made without my prior knowledge and consent, and that such information will be used only for purposes of employment, or admissions criteria.

STUDENT ID #: _____

NAME: _____

HOME ADDRESS: _____

TELEPHONE: _____ DATE OF BIRTH: _____

SIGNATURE: _____ DATE: _____



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REFERENCE INFORMATION FORM

Name: _____ Date: _____

Program of Study: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

In the space below, print the names of the individuals from whom you are requesting references.

1. _____

2. _____

3. _____

This form will be sent to you when ALL of the above references have been received by the Career Services Office. No part of your file will be sent to an employer or college until all references have been received.



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Reference

This form will be included in a reference file. If you do not feel that you know the candidate well enough to do a meaningful evaluation, please indicate that you cannot meet this request for a reference.

We solicit your comments regarding personal qualities relevant to employment such as dependability, self-discipline, persistence, leadership potential, and attitude toward a chosen professional. Please type or print the requested information, sign and return to the Career Services Office, College Center 348.

To be filled out by the student/alumnus:

Student/Alumnus Name _____ Program of study _____

Check One:

- I give up my right to see this letter of reference.
- I do not give up my right to see this letter of reference.

To be completed by the reference writer:

	Excellent	Good	Average	Fair	Poor	Not Observed
Ability to communicate						
Speed and accuracy of work						
Maturity of judgment						
Competence in subject matter						
Interaction with others						
Ability to function independently						
Reaction to criticism or correction						

Comments:

Name _____ Title _____

Signature _____ Employer _____

Phone Number _____ Relationship to student/alumnus _____

Date _____



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