

# Reference Form

Thank you for agreeing to provide a reference for \_\_\_\_\_  
(Name of applicant)

Since 1972, the Soroptimist Live Your Dream: Education and Training Awards have provided women with resources to improve their education, skills and employment prospects so they can live their dreams. Eligible applicants are women who:

- Provide the primary financial support for their dependents (dependents can include children, spouse, siblings and/or parents).
- Have financial need.
- Are enrolled in or have been accepted to a vocational/skills training program or an undergraduate degree program.
- Are motivated to achieve their educational and career goals.
- Reside in one of Soroptimist International of the Americas' member countries/territories (Argentina, Bolivia, Brazil, Canada, Chile, Colombia, Ecuador, Guam, Japan, Korea, Mexico, Panama, Paraguay, Peru, Philippines, Puerto Rico, Taiwan, United States of America, Venezuela).
- Have not previously been the recipient of a Soroptimist Women's Opportunity Award or Live Your Dream Award.
- Do not have a graduate degree.
- Are not Soroptimist members, employees of Soroptimist International of the Americas or immediate family of either.

In order for applicants to be fairly judged, reference forms are required. Please do not submit other forms of references (such as a letter). They will not be considered as part of the application. Please email the completed form back to the applicant for submission. Reference forms must be submitted by the applicant with her application.

## Please use Adobe Reader—a free download to fill out the form:

- Select the "Hand Tool" that appears as a small white hand.
- Move the "Hand Tool" and click on the area where you want to type.
- A cursor will appear and you can begin typing to complete the application. (Note: You will not be able to change the type size. Please limit your answers to the space allotted.)
- Once all parts of the form are completed, select "Save As" from the "File" menu and change the file name (for example, "LYDReferenceLG," where LG are your initials.) Click "Save."
- Email the completed form back to the applicant.

## Please use your personal knowledge of the applicant to respond to the following questions:

1. How long have you known the candidate, and in what capacity (employer, school instructor, friend, etc.)?

2. Please rate the candidate in the following areas, based upon your knowledge of her achievements and strengths. A score of "1" means that you "strongly disagree" with the statement; a score of "5" means that you "strongly agree" with the statement.

	Strongly Disagree	Mostly Disagree	Somewhat Agree	Mostly Agree	Strongly Agree	Don't Know
A. The applicant has clear goals.	1	2	3	4	5	
B. The applicant is motivated to reach these goals.	1	2	3	4	5	
C. The applicant has demonstrated that she is responsible.	1	2	3	4	5	
D. The applicant would be an inspiration to others.	1	2	3	4	5	



3. Please tell us what you believe to be the applicant's particular strengths in her personal, educational, or professional life. If you can, give examples of particular accomplishments.

4. What is your knowledge of the applicant's educational goals and her progress toward achieving these goals? Consider any barriers or difficulties she has overcome.

5. Is there any additional information we should know about this applicant in regard to this award program?

COMPLETED BY (IMPORTANT: Please email completed reference form to the applicant for submission with her application.)



SOROPTIMIST  
Best for Women



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

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

