



Office of Housing & Residence Life

4603 Elkhorn Avenue, Suite 1208, Norfolk, Virginia 23508
 Phone: (757) 683-4283 (800) 766-0833 • Fax: (757) 683-4863

Virginia Business and Professional Women’s Foundation House Applicant Reference

Note to Applicant: Please give this form to teachers, employers, advisors, or people with whom you work on a regular basis. Please refrain from using parents, guardians or neighbors.

Applicant Name: _____ UIN: _____
 (Please Print)

Instructions for Referent: The applicant is seeking residence in the foundation house at Old Dominion University. The VBPW Foundation House is a cooperative living unit comprised of 9 academically talented women. Residents in the foundation house are expected to participate in the upkeep in the hall, including cooking, cleaning, and governance. The selection process for residents attempts to identify persons with demonstrated academic excellence, group leadership, and/or involvement.

This reference will be scored by a committee on an anonymous basis.
 Please follow the instructions carefully. Failure to do so may result in this form being returned to you and delays in the applicant’s scoring process.

- Avoid referring to the applicant by her name
- Type or print legibly and return this form as soon as possible.
- Use this form; **do not send letters of reference.**
- If a pre-addressed envelope is not provided, return to the VBPW Foundation house committee at the address above.

Name (Please print): _____ Signature: _____

Relationship to applicant: _____ Date: _____

How long have you know this applicant? _____ Daytime phone number: _____

1. Please rate the applicant on in the categories below using the following scale:

5 – Superior 4 - Above Average 3 – Average 2 – Below Average 1 – Poor

Rating		Rating		Rating		Rating	
Responsible		Self-Motivated		Work Ethic		Timely completion of tasks	
Reliable		Leadership		Attitude		Ability to get along with others	

2. Take into account the description of the VBPW Foundation House above, describe the quality of work you would expect based on the past experience if you assigned a task to the applicant. Describe a specific task accomplished for you in the past if possible. **Only use the space provided below or back of reference form.**