



STRUCTURED REFERENCE LETTER
VETERINARY TECHNOLOGY PROGRAM (VTEC)
FACULTY OF SCIENCE & TECHNOLOG

Applicant Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

The above-named applicant is applying for admission to the Veterinary Technology program at Douglas College. The information you provide on this form will be used to determine this applicant's suitability for admission. The information will be kept confidential, unless required by law. Reference letters are of most use to the admissions committee when they include frank, thoughtful comments about the candidate's ability to successfully complete the program and become a successful Veterinary Technologist. Please be as specific as possible. When answering the following questions please provide examples where appropriate. If you do not feel you know the candidate well enough to make a valid assessment, please decline the invitation to act as a reference.

1. How long have you known the Applicant?

\_\_\_\_\_ years OR \_\_\_\_\_ months OR \_\_\_\_\_ days

2. In what capacity do you know the Applicant?

3. Please rate the Applicant's work habits:

Table with 7 columns: Habit, Unable to Judge, Poor, Acceptable, Good, Very Good, Excellent. Rows include Attendance, Punctuality, Shows initiative, Works independently, Seeks/accepts feedback.

4. Please rate the Applicant's ability regarding communication skills:

Table with 7 columns: Skill, Unable to Judge, Poor, Acceptable, Good, Very Good, Excellent. Rows include Asks relevant questions, Speaks clearly & concisely, Writes clearly & concisely, Speaks with confidence.

Applicant's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**5. Please rate the Applicant's ability regarding interpersonal skills:**

Works well with others	Unable to Judge	Poor	Acceptable	Good	Very Good	Excellent
Treats people with respect	Unable to Judge	Poor	Acceptable	Good	Very Good	Excellent
Treats people with courtesy	Unable to Judge	Poor	Acceptable	Good	Very Good	Excellent
Demonstrates leadership	Unable to Judge	Poor	Acceptable	Good	Very Good	Excellent
Demonstrates patience with people	Unable to Judge	Poor	Acceptable	Good	Very Good	Excellent
Demonstrates patience with animals	Unable to Judge	Poor	Acceptable	Good	Very Good	Excellent

**6. What would you identify as the applicant's particular strengths?**

**7. Do you perceive any particular areas of difficulty? (Please specify). Other comments?**

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name and address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ FAX/email: \_\_\_\_\_

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

**Please place completed form in a sealed envelope with your signature across the seal.** Once sealed, you **may** return it to the applicant or you may mail it directly to:

Mail to: **DOUGLAS COLLEGE, Coquitlam Campus**  
**Attention: Rosemarie Bakker, Office of the Registrar**  
1250 Pinetree Way  
Coquitlam, BC Canada V3B 7X3

**Note:** If this form is not received in our office **by the Application Deadline Date**, (or by the earlier date given to applicant), the applicant's file will be considered incomplete.