



Natural Resources Conservation Service
Student Career Experience Program
List of References

Name of Student

Academic Reference form with fields for Name, Title, Phone, Number of years you have know student, Communication Skills of Student, Quality of school work, Exceptional Accomplishments, Knowledge of any suitability issues, and a recommendation question.

Employment Reference Supervisor form with fields for Name, Title, Phone, Dates of Employment, Communication Skills, Quality of school work, Brief description of job duties, How was attendance, Attention to details, Work ethic, and Ability to follow directions.



Initiative:	Relationships with Co-Workers:
Would you rehire this employee:	Are you aware of any suitability issues:
Would you recommend this person to work for the Natural Resources Conservation Service as a student trainee in the Student Career Experience Program?	

Employment Reference Supervisor	Name:	Title:
Phone:	Dates of Employment:	
Communication Skills:		Quality of school work:
Brief description of job duties:		
How was attendance:		Attention to details:
Work ethic:	Ability to follow directions:	
Initiative:	Relationships with Co-Workers:	
Would you rehire this employee:	Are you aware of any suitability issues:	
Would you recommend this person to work for the Natural Resources Conservation Service as a student trainee in the Student Career Experience Program?		

Employment Reference Supervisor	Name:	Title:
Phone:	Dates of Employment:	
Communication Skills:		Quality of school work:
Brief description of job duties:		
How was attendance:		Attention to details:
Work ethic:	Ability to follow directions:	
Initiative:	Relationships with Co-Workers:	
Would you rehire this employee:	Are you aware of any suitability issues:	
Would you recommend this person to work for the Natural Resources Conservation Service as a student trainee in the Student Career Experience Program?		

Please submit this form with OF-612 Optional Application for Federal Employment and Transcripts.

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