

# Confidential Recommendation Sheet

Fort Hays State University

Career Services

Complete the top lines before giving to reference. (Typing is suggested.)

Candidate's Name \_\_\_\_\_  
(Last Name First) - Give name in full (Maiden Name)

Present Address \_\_\_\_\_ Phone \_\_\_\_\_

Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_ University \_\_\_\_\_

FHSU ID Number \_\_\_\_\_ Signature \_\_\_\_\_

**TO THE REFERENCE:** Please write in the space below your appraisal of the above candidate. It is suggested that information regarding ability, character, personality and type of employment for which applicant is best suited be included. Please type or use black ink.

Reference's Name \_\_\_\_\_ Title \_\_\_\_\_  
(Type or Print)

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Return this recommendation to Career Services, Fort Hays State University, 600 Park Street, Hays, KS 67601.