

Vivian Olum Child Development Center

Student Request for Reference

Students: when needing a reference from a VOCDC staff person regarding a job, application to a department on campus, or another university, please complete this form, attach any forms you need completed and present it all with your request. Include a self-addressed, stamped envelope if it needs to be mailed. You must give staff a minimum of 4 weeks to complete your request.

Student Name: _____ **Position:** _____ **Date needed by:** _____

Student Contact Information: email _____ phone _____

Employment @ VOCDC began: _____ **Current Classroom(s):** _____

Total # of hours worked at VOCDC: _____ **# of Terms worked:** _____

Other classrooms & ages of children at VOCDC you have worked with:

Training you have received at VOCDC:

Purpose of reference:

Name(s) to include in reference or address to:

Provide an outline of what you want the reference to address (job skills, ages of children, responsibility, etc.)