**Reference Letter Form- Employment/Volunteer**

Name of Applicant:

The applicant is applying for admission to the University of Kansas-Transition to Postsecondary Education (TPE) program. KU-TPE promotes a supported education model that provides individualized supports to students with intellectual disabilities seeking postsecondary education to enhance academic, social, and career development. This program provides opportunities for career development using a person-centered approach, enrollment in college courses, work-based learning, internships, and participation in all aspects of KU campus life. Each student will complete 4 semesters of academic coursework and career-focused internships, earning a certificate upon completion.

Name:

Business/Organization:

Phone/email:

As a professional reference, we would like to learn more about the applicant through your explanation of him/her in relation to work-related experiences. The reference letter should elaborate on your knowledge of the applicant, in terms of work-related skills, abilities and qualities valuable to his/her opportunity to participate in KU-TPE.

Please address the following in your letter:

* Your relationship to the applicant;
* Length of time you have known the applicant;
* What were some of the applicant’s responsibilities;
* Describe the applicant’s communication skills;
* Describe the applicant’s time management skills;
* Identify the strategies and/or accommodations that were used on the job;
* Describe challenges the applicant overcame while working; and,
* Reasons why you feel the applicant would be a good candidate for KU-TPE.