APPLICANT'S NAME:

**I. PERSONAL DATA** - Please answer the following questions:

1. What is your relationship to the applicant?

2. How long have you known the applicant?

**II. EMPLOYMENT DATA** - If you are familiar with the applicant's employment history, please answer the following questions to the best of your knowledge and comment where applicable.

1. What is the highest position applicant held in professional employment?

2. Why did applicant leave job?

3. Has applicant ever been discharged for inefficiency, neglect of duty or moral unfitness? *(If yes, please comment below.)*

No ○     Yes ○

**III. GENERAL RATING** - Please rate applicant on the factors stated below and check best trait in the column to the right:

| Factors to be considered: | Very Good | Good | Acceptable | Poor | *Best Trait* |
|---|---|---|---|---|---|
| 1. Reliability | | | | | |
| 2. Ability to work harmoniously with others | | | | | |
| 3. Emotional stability | | | | | |
| 4. Integrity | | | | | |
| 5. Ability to adjust to reassignments and relocations | | | | | |
| 6. Self-confidence | | | | | |
| 7. Initiative | | | | | |
| 8. Leadership | | | | | |
| 9. Trust involving security of the United States | | | | | |
| 10. Ability to process information and react quickly | | | | | |

| | *OVERALL* |
|---|---|
| **IV. OVERALL RATING** - Using a scale of 1 to 10, rate the applicant using "1" for a rating of very poor and "10" for a rating of exceptionally outstanding.  For example, a rating of "5" might be for a person with an average scholastic record, half of the above factors marked "Good" and half marked "Very Good". | |

**V. REMARKS:**

| Signature | Printed Name: | |
|---|---|---|
| | Title: | Date |