



HEADLINES ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

333 Omaha Street, Suite 7 Rapid City, SD 57701 | Tel: 605.348.4247 | Fax: 605.348.5462

COSMETOLOGY RECOMMENDATION FORM:

(One of the two forms should to be completed by a previous or current teacher, or employer. The other can be a personal reference.)

Student Name: _____ *Phone()* _____ is completing an application to attend the Academy and has listed you as a person who has adequate knowledge to make a referral of him/her to succeed in the cosmetology profession. Please answer the questions below and feel free to make additional comments on the back of this form. Your comments will be confidential. Thank you for your time and interest.

PLEASE MAIL TO ABOVE ADDRESS OR FAX TO **Faxed to 605-348-5462**

I, _____ authorize _____
(Student Name) (Name) (Address)
to release the information as asked for below. _____
Student Signature Date

1. What is your relationship to the applicant?
2. Were you in a position to observe the prospective student as they attended (school / work / other) _____yes _____no
If yes, did you observe them as having __good __average __poor attendance?
How many days were they late or miss on an average per month?
3. Do you feel the prospective student enjoys working with people? Rate 1-10 (10 highest) _____
Why?
4. Have you observed the prospective student working in customer service related industry employment? Y/N
Does/did the prospective interact with the customers in a professional manner?
5. If you had a business that dealt with customer service and the prospective student applied for a position, would you hire them? Y/N If no please explain:
6. Do you feel this person can work under authority or instruction, and take constructive criticism well?
Rate 1-10 (10 highest) _____ Explain:
7. Have you ever noticed a creative or fashion aware side of this person's personality? Rate 1-10 (10 highest) _____
Explain:
8. Have you observed this person being able to fulfill his/her commitments? Rate 1-10 (10 highest) _____
What type of commitments?
9. In your observation of this person, have you been able to see a willingness to learn? Rate 1-10 (10 highest) _____
10. How would you rate this person's output & quality of work? Rate 1-10 (10 highest) _____
Explain:
11. Complete this sentence: I feel this person can succeed in Cosmetology as long as....

Printed Name: _____ Signature _____ Date _____ Phone # _____

Occupation: _____ Place of Employment: _____ Page 2 of 2