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301-662-3808 • www.monocacycenter.com

Professional Reference Letter

Thank you for completing the following reference letter. Monocacy Neurodevelopmental Center provides comprehensive treatment for children, teens and adults with neurodevelopmental challenges. We value your input in the interview process for this prospective employee. Please mail the completed letter to Donna Marrapodi, Human Resources Manager, at the above address.

Applicant's Name: _____

Reference's Name: _____

Reference's Address: _____

Reference's Telephone: _____

Date reference was completed: _____

How do you know the applicant? _____

How long have you known the applicant? _____

Please describe the applicant's strengths and weaknesses. _____

If applicant was an employee, what were his/her dates of service in your organization? _____

Would you recommend the applicant for a job working with individuals with special needs? _____
