

Name _____

Supervised Field Work Year _____

References

The Career Services Office at Bank Street College provides a reference mailing service. Even if you do not plan to use the service at this time, it is a good idea to establish a file while you are still a student. This file is yours and, with periodic updating, constitutes a permanent record of your professional history. You may add or delete references at any time. A minimum of three references is suggested (generally one from your advisor and two or more from your field work placements) plus additional letters as appropriate. **References may also be written on letterhead. All letters should be typed.**

You may transfer to your file references written as part of your application to Bank Street (provided they are not from a confidential placement file). You may review these letters with the Registrar's Office prior to transferring them.

Please list below those persons who will be serving as references.

<u>name of reference</u>	<u>telephone #</u>	<u>relationship to you</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

In order to expedite the forwarding of your references to employers, you are asked to sign the authorization below, giving the Career Services Office permission to send your file upon request. It is your responsibility to submit your request IN WRITING each time you want your file forwarded. (Note: do not list the Career Services Office as a reference on your resume unless you sign the authorization.)

I hereby authorize the Bank Street College Career Services Office to release my reference file to all prospective employers or agencies upon their request.

(signature)

(date)