

Reference Instructions (please read carefully before completing reference forms)

NHSTC, Inc. requires three (3) verifiable references: (2) Professional References and (1) Personal Reference- *usually in the form of a Letter of Recommendation*.

The application includes (2) professional reference forms. Please ask Human Resources, if you need additional forms; and if you would prefer to use a Letter of Recommendation Form.

- **References must all be from different individuals, organizations and non-family. (We will not accept 2 or more of the same reference from the same individual and/or organization)**

Professional References

- Complete top numbered section only on the Professional Reference Forms.
- Professional References in most cases should only be from organizations to which you have provided direct care/ services and that can verify your dates of employment, position, and experience. **(Personal contacts/numbers are acceptable in some cases only)**
- Personal contacts/numbers are acceptable only, if the individual is someone you have provided direct care/ services to- such as a private duty case; or if the individual has a very small-run organization (run by several individuals)

(Please check with Human Resources if your Professional References do not fit the criteria above)

Personal Reference / Letter of Recommendation

- May be handwritten or typed and must include contact information (name and number/ or email).
- May be written by a work colleague, supervisor, professor, or anyone else who can attest to your work ethic and character.
- May not be written by someone who is also a Professional Reference.

Specialty/Interest

- If you are interested in the Pediatric Division, please make sure to include at least one verifiable reference that demonstrates your pediatric experience (**pediatric direct patient care within the last two (2) years**).
- Also, if you have a specialty/interest, please provide a reference that demonstrates your experience in your specialty/interest.