

# AUTISM CONSULTATION & TREATMENT CENTER, LLC

301 W. MAIN ST., THURMONT, MARYLAND 21788 • 301-271-0400

## Reference Letter

Thank you for completing the following reference letter. The Autism Consultation & Treatment Center provides treatment for toddlers to young adults with autism and related disorders. Employees frequently work one on one with special needs children and teens. Successful employees need to be reliable and display integrity; they must be energetic and able to keep up with active children. We value your input in the interview process for this prospective employee and ask that you answer the following questions to the best of your knowledge. Please mail the completed letter to Kimba Smittenaar, at the above address.

Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reference's Address: \_\_\_\_\_  
\_\_\_\_\_

Reference's Telephone: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Please describe the applicant's strengths: \_\_\_\_\_

Please describe the applicant's 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 1 on 1 with children with special needs?

Please describe the reasons for your decision: