



To Whom It May Concern:

The person listed below has applied to become a contractor with Transformations: Hope for Today's Families, LLC. Please return this form to the Transformations office as soon as possible. A postage paid envelope has been provided for your convenience. Any information that you provide will be kept in strict confidence.

Applicant Name: Susan Anderson
Position: Targeted Case Management

Reference Name (please print) Lisa Prewitt
Address: 619 N. MAIN St., PO Box 155, New Castle KY 40050
Telephone: (502) 432-2011

How long have you known this person? (approximately) 5 year

In what capacity have you known this person? (Check as many as are applicable)

☐ Co-worker ☐ Professor ☐ Employer
☐ Clinical Supervisor ☒ Other (please specify) Referral Source

Are you aware of any problems, such as alcoholism, drug abuse, physical or sexual abuse, arrest record, or other problems in the applicant's background that would interfere with her/him performing the duties of the above stated position?

☐ Yes ☒ No If yes, please explain: _____

In your judgment, is this person a dependable, honest and stable person?

☒ Yes ☐ No Comments: _____

Susan is a wonderful person.

(complete other side)



Please give your impression of the applicant. Include your observations of the relationship of the applicant with his/her co-workers, clients, supervisors, etc., depending on the capacity in which you know the applicant.

I sit on two Fair Teams that Susan facilitates. She is always prepared and on time. She presents very detailed information on each case & listens to & accepts all recommendations from the committee members.

Please give your impression of the applicant's readiness for the above named position, keeping in mind that they will be working with children and families with significant behavioral and emotional disturbances.

Susan has years of experience working with families in crisis. She will be a valuable asset to your company.

Please give your impression of the applicant's ability to complete paper work in a thorough and timely manner.

Susan is a detailed detail oriented individual. She excels in all areas of case management.

Please share any other comments or concerns you have regarding this applicant.

I have known Susan for 5 years and I highly recommend her for this position.

Signature and Date

[Signature], 2/13/22