

In the Application Questionnaire, the applicant is instructed to take to the local office the following names and addresses:

- a. His current or most recent employer, if any.
- b. The employer before the current or most recent one, if any.
- c. His college or university advisor, major professor, or department chairman.
- d. A supervisor of his youth counseling-related practical work, if any, and if different from the above.

Thus the applicant should bring with him the names and addresses of from one to four references.

One red-printed reference Answer Card from the pack should be filled out for each of the above references. The applicant must be sure to fill in the information requested in blocks 1 and 2 of the Answer Card, in order to help identify himself to the person named as reference. He should write the reference's name and address clearly and legibly in the space provided.

If any of the Answer Cards in the pack are dirty or smudged with black, throw away the entire pack of nine, and use a fresh pack.

In filling out blocks 1 and 2 of the Answer Card, the applicant must make no marks anywhere in block 3. A stray line or writing will be sensed by the optical scanner and will be interpreted as a response to the questions about the applicant asked of the reference, and so scored.

The applicant should refrain from handling the Answer Card in such a way as to make finger marks in block 3. If possible, he should not touch the surface of that part of the card, on either front or back because of the sensitivity of the optical scanning equipment to skin oils and carbon. He may handle the card in the areas covered by blocks 1 and 2.

When the applicant has filled out as many of the four Answer Cards as he has appropriate references for, he should put his name and address on a like number of the yellow-bordered Comment Cards.

Either the local office staff or the applicant should then place one Answer-Card and one Comment Card in the pre-stuffed window envelopes which have been sent to State agencies for redistribution to local offices. Each of the pre-stuffed envelopes is for one reference. Therefore, the distribution should be four times the expected number of applicants (i.e., four times the number of test booklets distributed). These envelopes are distributed prestuffed with a letter and questionnaire addressed to the reference person and a return addressed franked envelope for the reference's use in returning his answers to the questionnaire. The applicant or the local office staff should place the Answer Card in the envelope so that the name and address of the reference appear in the window. The envelope should then be sealed and mailed at once to the reference, to give him as much time as possible to respond with his evaluations of the applicant.