

**Martin Family Foundation Postsecondary Student of the Year  
FTTC Instructor/ Career Advisor Application and Letter of  
Recommendation**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Phone #: \_\_\_\_\_ Student Program: \_\_\_\_\_

*FTTC Instructor/Career Advisor Name:* \_\_\_\_\_

*Phone #:* \_\_\_\_\_

*Email:* \_\_\_\_\_

1. Provide a letter of recommendation for the student. Include the criteria listed below in your letter of recommendation for the student:
  - Commitment to Effort
  - Personal Growth
  - Positive Attitude
  
2. Verify these additional documents:
  - Attendance & Transcript Records (*Student permission required for release of records*)
  - Certification of Completion
  - Confirmation that the student is interviewing for a job, has a job placement secured or needs further education to pursue their field of study.
  
3. Rank the student from 1-5 with 5 being the highest on the following attributes:
  - \_\_\_Professionalism
  - \_\_\_Attitude
  - \_\_\_Ability to adjust to adversity
  - \_\_\_Work ethic
  - \_\_\_Attendance
  
4. Distribute the student information sheet regarding the required essay and secure permission for release of records for each nominated student.

FTTC Instructor/Career Advisor Signature \_\_\_\_\_