Part II – Forms

Please meet the deadlines in the forms.

1. Form of intent
2. Candidate’s permission form
3. Adviser’s permission form
4. Waiver of access
5. Reference Summary form
6. Letter of recommendation request forms (3 forms for three references)
Form 1: Notice of intent

Deadline September 7, 2012

After signing, please return to Diana Lazo

To: Placement Officer.

From: ___________________________________________________

I intend to be on the job-market for the academic year ______________/________________.

Signature, ____________________________________________, date____________________
Form 2: Candidate’s permission form

Deadline September 7th, 2011

After signing, please return to Diana Lazo

I hereby authorize the Faculty, Students Affairs Officer, Faculty Assistant, and Placement Service of the Department of Agricultural and Resource Economics at U.C. Berkeley to:

1. Send my application materials, including but not limited to my curriculum vitae, letters of recommendation to any prospective employer.

2. Send placement materials to any institution requesting your placement packet without asking for your permission each time a request is made.

3. Allow to put my curriculum vitae on the Job-market Web-site, with your home address and telephone number omitted:

   Yes_____ No ____ (please initial)

_____________________________________        _______________________
Signature      Date

_______________________________
Print your name here
Form 3: Adviser’s permission form

Deadline September 7th, 2011

After signing, please return to Diana Lazo

Name of Student: __________________________________________________

To: Placement Committee

This is to certify that, in my opinion, ________________________________________ is
(Student name)
ready to enter the job-market this year and will be able to accept an appointment for the
following academic year. I expect him/her to complete his/her dissertation by
__________________ .

__________________________________                      _______________________
(Signature, Dissertation Supervisor)    Date

___________________________________
Faculty name
Form 4: Waiver of access to confidential statements

Deadline September 7th, 2011

After signing, please return to Diana Lazo

Name of Student: __________________________________________________

I, _________________________________ understand that letters of recommendation concerning me are to be received and maintained by the Placement Committee of the Department of Agricultural and Resource Economics of UC Berkeley, and I hereby expressly waive all rights I might have to access such statements under the Family Education Rights and Privacy act of 1974, or other laws, regulations or policies.

_____________________________________       ______________________
Signature                          Date
Form 5: Reference Summary Form

Deadline September 7th, 2011

After signing, please return to Diana Lazo together with completed request forms (Forms 6). Please type.
Address should be campus address.

Name of Student: __________________________________________________
Email:

REFERENCE 1
ADDRESS ________________________________________________
________________________________________________
TELEPHONE/FAX __________________________________________
EMAIL ________________________________________________

REFERENCE 2
ADDRESS ________________________________________________
________________________________________________
TELEPHONE/FAX __________________________________________
EMAIL ________________________________________________

REFERENCE 3
ADDRESS ________________________________________________
________________________________________________
TELEPHONE/FAX __________________________________________
EMAIL ________________________________________________
Form 6: Reference Request Form

Please submit this completed form to your faculty references by September 7th, 2011. Give a copy of each form to Diana Lazo, together with completed reference summary form (Forms 5).

To: Professor ________________________________

From: Placement Committee, Department of Agricultural and Resource Economics

Re: Request for Letters of Recommendation for:
__________________________________________________

(Student Name)

This student has named you as an employment reference for the job-market process. It would be most important if you your letter of recommendation by **Monday, October 1, 2011** to:

Placement Officer
Diana Lazo
University of California
Department of Agricultural and Resource Economics
203 Giannini Hall, # 3310
Berkeley, CA 94720-3310
510/643-5133, email: lazo@berkeley.edu

The letters have to be typed on University letterhead with original signatures. The letters should be addressed to: **To Whom It May Concern:** or **Dear Colleague:**. Please do not address the letter to Diana or to the Placement Faculty. Please do not fax or email the letter. We need the original letter with the original signature. Please do not fold the letter when forwarding it to us, since this makes it harder to photocopy.

I may remind you before the deadline. Please keep me informed of any special condition you set for writing the letter, such as a completed job-market paper from the student.

We will also email you details about electronic letters uploading using Diana Lazo as a proxy.

Thank you very much for your help and attention in this important matter.
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