

Social and Community Work

Master of Social and Community Work (Applied) Confidential referee report

Your family, partner or close friends are not suitable referees

TO BE COMPLETED BY APPLICANT BEFORE GIVING TO REFEREE

Applicant's full name

GUIDELINES FOR REFEREES

The purpose of this report is to comment on the suitability of the applicant to undertake the Master of Social and Community Work (Applied). This course of study includes practical fieldwork placements with people in professional settings.

- This report is carefully considered at all stages of the admission process
- Please be honest and direct in providing as much information as possible
- Referees should not be relatives of the applicant or reside at the same address
- Please return this form **within 2 weeks of receipt**, as applicants may be disadvantaged if their reports are not returned promptly
- Please return the completed form by email to: confidential.se@otago.ac.nz

REFEREE CONTACT DETAILS

Referee's Name

Address

Email

Phone

TO BE COMPLETED BY REFEREE

How long have you known the applicant?

In what capacity do you know the applicant (e.g. employer, supervisor, colleague, coach, church leader)?

I consider I know the applicant Very well Reasonably well To some extent

PERSONAL QUALITIES

Please comment on the applicant's particular qualities by ticking the appropriate box

	Outstanding	Average	Causing Concern
Leadership			
Cooperation			
Health			
Resilience			
Maturity			
Social Skills			
Flexibility			
Perseverance			
Initiative			
Reliability			
Dependability			
Integrity			
Self-awareness			

In your opinion, has the applicant the determination and stamina needed to cope with the programme of study he or she has applied for?

Comments

Do you consider that the applicant has an understanding of, and sensitivity towards, equity issues? (e.g. sexism, racism, disabilities)

Very well Reasonably well To some extent

Comments

COMMUNICATION SKILLS/ABILITY TO RELATE

Does the applicant have the ability to communicate clearly?

Very well

Reasonably well

To some extent

Comments

Have you had the opportunity to observe the applicant's ability to relate to people? If so what were your impressions?

COMMUNITY/CULTURAL/SPORTING INVOLVEMENT

Please comment on the applicant's involvement / interests under these headings.

Community

Cultural

Sporting

Other

ACADEMIC

In your opinion, is the applicant capable of coping with the academic requirements of this programme of tertiary study?

Very well

Reasonably well

To some extent

Comments

VULNERABLE CHILDREN

Would you trust the applicant in roles of responsibility over children?

To your knowledge, has the applicant ever been subject to formal disciplinary action or complaints regarding their behaviour towards children?

Is there any reason, in your view, why this applicant should not work with children?

GENERAL

Is there anything you think the admission panel should discuss with the applicant?

Would you be happy to have the applicant work with members of your family? Why or why not?

Are there any special personal circumstances that the admission panel should be aware of when considering the applicant?
Please identify positive and negative aspects.

OVERALL RECOMMENDATION

- I recommend the applicant as an excellent prospect
- I recommend the applicant as a good prospect
- I have some reservations but would recommend the applicant as a suitable prospect (Indicate reservations in the space provided below)
- I have some reservations and would prefer to be contacted
- I think the applicant is unsuitable (indicate concerns in the space provided below)

Please add any further comments you would like to make in support of your overall recommendation, e.g. medical/health, personal qualities, additional skills/training, general suitability traits, interpersonal and/or communication skills, experience that has not been covered in the body of this report.

Signed

Date

Thank you for your assistance. Please return the completed form as soon as possible.

An application cannot be processed without this form.