

Common Confidential Reference Form

Admission to University of Otago Accommodation



SECTION A: APPLICANT TO COMPLETE

Legal Surname/Family Name	<input type="text"/>	Year applying for:	<input type="text"/>		
First/Given Name(s)	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		Date of Birth	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>

SECTION B: REFEREE TO COMPLETE

Please forward this reference to the University of Otago, Student Accommodation Centre
For first round of offers this form should be completed by **15 September**

Note: This form is important in the selection process. Full and frank comments are appreciated.

1. Please make appropriate comments and then mark box with one of: 1 = Outstanding, 2 = Above Average, 3 = Average, 4 = Below Average, 5 = Poor

Attitude to independent study/self discipline/time management skills	(1-5)
<input type="text"/>	<input type="text"/>
Ability to relate to/show concern for others	(1-5)
<input type="text"/>	<input type="text"/>
Personal behaviour and maturity level (including alcohol and drug abuse)	(1-5)
<input type="text"/>	<input type="text"/>
Self confidence/self reliance/adaptability to new situations	(1-5)
<input type="text"/>	<input type="text"/>
Academic ability	(1-5)
<input type="text"/>	<input type="text"/>

2. Are there any concerns/special needs that we should be aware of so that appropriate support can be provided?

(e.g. health problems, anxiety, depression, home situation, disability, eating disorders)

3. This candidate's suitability for tertiary accommodation:

Highly Recommended Recommended Recommended with Reservations Other

4. General comments – if you require additional space for your comments, please write on the other side of this page

5. Referee

Name	<input type="text"/>	Signature	<input type="text"/>
Position/Relationship to applicant	<input type="text"/>		
School/Organisation Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
		Date	<input type="text"/>

This reference is being requested on the understanding that it will remain confidential to those concerned with considering applications for the type of accommodation specified by the applicant and those who may subsequently be entrusted with the applicant's pastoral care, and will not be used for any other purpose. The Official Information Act 1982 and the Privacy Act 1993 provide protections for evaluative material and the University will decline to release or allow access to such material when requested by other parties to the full extent authorised by those provisions.