Referee Report – 1

Ara
Institute of Canterbury

Supporting documentation to be supplied

Applicant's full name

Address

Date of birth

The above details are to be completed by the applicant.

Please see notes over page before completing this form. Please score the applicant from 5 (high) down to 1 (low) to indicate your assessment of the applicant in relation to each of the qualities.

Personal qualities

	5	4	3	2	1	
Honest	☐	☐	☐	☐	☐	Dishonest
Mature	☐	☐	☐	☐	☐	Immature
Reliable	☐	☐	☐	☐	☐	Unreliable
Well groomed	☐	☐	☐	☐	☐	Untidy
Tolerant	☐	☐	☐	☐	☐	Intolerant
Accepts responsibility	☐	☐	☐	☐	☐	Avoids responsibility

Interpersonal relationships

Relationships with peers	Friendly, supportive	☐	☐	☐	☐	☐	Domineering or withdrawn
Relationships with people with authority	Open, constructive	☐	☐	☐	☐	☐	Tense, defensive
Consideration for others	Accepting, considerate	☐	☐	☐	☐	☐	Self centred, judgemental
Communication skills with others	Effective, clear	☐	☐	☐	☐	☐	Vague, inconsistent

Attitudes to work/study

Perseverance	Appropriately persistent	☐	☐	☐	☐	☐	Easily distracted
Cooperation with others	Participative	☐	☐	☐	☐	☐	Isolated
Application to work/study	Excellent	☐	☐	☐	☐	☐	Poor
Acceptance of correction	Accepting questions appropriately	☐	☐	☐	☐	☐	Resistant, defensive
Initiative	Motivated, appropriately independent	☐	☐	☐	☐	☐	Awaits direction
Information seeking	Enquiring	☐	☐	☐	☐	☐	Uninterested

General

Please add any general comment about the applicant's performance at work/school.

Is attendance pattern acceptable? ☐ Yes ☐ No If NO, comment

Do you consider the applicant able to undertake a full time programme of intensive study and/or a significant clinical component if applicable? ☐ Yes ☐ No Comments

Please indicate any factors which you think could interfere with this applicant's ability to undertake or complete this programme

Ara may initiate further contact with referees as per the requirements of the Children's Act (2014) if applicable.

Do you believe this candidate is suitable for a position working with children and/or vulnerable adults? ☐ Yes ☐ No
If NO, why not?
Would you trust them in a role of responsibility for children?

Is the information in this "Report on Applicant" to be kept confidential from the applicant? ☐ Yes ☐ No

Signature

Date

Name

Relationship to applicant:
(eg employer, teacher etc)

Organision you work for?

How long have you known the applicant?

Notes

The information and opinion provided in this report constitute "personal information" in terms of the Privacy Act 1993. The person about whom this information and opinion are provided (the applicant) is entitled to have access to this report under IPP6 and to seek correction of this report under IPP7. Information or opinion provided in this report may be disclosed under IPP11 to the applicant and members of the Selection Committee.

PLEASE RETURN THIS FORM, AFTER COMPLETION, TO THE APPLICANT WHO IS RESPONSIBLE FOR ITS RETURN TO ENROLMENTS AT ARA (UNLESS IT IS TO BE KEPT CONFIDENTIAL) OR HANDED IN WITH THEIR APPLICATION.