

Reference

The named person has applied for a course at Dundee College. In order that we know more about them before making a final decision, we kindly ask for your assistance in completing the reference report.

Section 1 (to be completed by the applicant)

Applicant's Name _____

Course(s) applied for _____

Section 2 (to be completed by referee)

A referee is someone who can comment on the character or qualifications of another person. Applicants currently attending, or who have recently left school are required to have this reference completed by their Guidance Teacher or Head Teacher. Other applicants should ask a person who knows them well, but is not a family member/friend.

Referee's Name _____

Job Title _____

Contact Address _____

_____ Postcode _____

Telephone Number(s) : _____

If you would like us to contact you to discuss this reference, please tick the box , when is the most convenient time to make contact with you? _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Please turn over/

REFERENCE for Course Application

Referees can complete either the tick box grid or the narrative section or both

	Excellent	Good	Average	Needs Work	Don't Know
Ability to manage workload					
Ability to meet deadlines					
Ability to work to high standards					
Interpersonal skills					
Working relationships					
Recognises own limits & strengths					
Attendance/Timekeeping					
Reliability & honesty					
Flexibility					
Conscientiousness & enthusiasm					
IT Skills					

You may wish to include additional comments about the applicant. For example, what strengths do they have that you think makes this course right for them/are there areas for development?


Signed (referee) _____ Date _____

If you have completed this reference during discussions with the applicant, then please ask them to sign here

Signed (applicant) _____ Date _____

Return the completed form to :

 Admissions, Dundee College, Kingsway Campus, Freepost TY157, Dundee DD3 8ZR – no stamp required

 Any Campus Office

REFERENCE for Course Application