

Health and Social Services Referee Report



Thank you for taking the time to complete this form. This report will remain confidential to members of the selection committee only if it is completed by the referee nominated by the applicant. The offer of confidentiality cannot be extended to any other party, even if submitted in good faith.

1 APPLICANT DETAILS (Applicant to complete this section)

First or Given Name(s)

Surname or Family Name

What programme have you applied for?

Date of Birth

2 REFEREE DETAILS (Referee to complete all following sections)

Thank you for acting as referee for the above-named applicant. Please **do not** complete this form if you are a relative, flatmate or close friend of the applicant.

This report will form part of the evidence used to help us assess the applicant's suitability for their proposed programme of study. Please be open and honest in your response. Aspects of this report may be discussed with the applicant. You do not need to answer any question if you feel uncomfortable answering, or are unable to answer, that particular question.

Please return this report to the applicant; or mail to Enrolments, WelTec, Private Bag 39814, Lower Hutt 5045 or email: enrolments@weltec.ac.nz Please note applications can not proceed without referee reports.

Referee's Name

How long have you known the applicant?

Relationship to the applicant?

Are you willing to be contacted by phone for further discussions?

Yes No

Phone Number

PLEASE INDICATE YOUR ASSESSMENT OF THE APPLICANT IN RELATION TO EACH OF THE QUALITIES

3 PERSONAL QUALITIES

Honest	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Dishonest
Mature	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Immature
Reliable	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Unreliable
Tolerant	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Intolerant
Accepts responsibility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Avoids responsibility

Comments

4 INTERPERSONAL QUALITIES

Relationships with peers

Friendly, supportive Domineering

Relationships with people with authority

Open, constructive Tense

Consideration for others

Accepting, considerate Judgemental, inconsiderate

Understanding of equity issues

Excellent Poor

Comments

5 COMMUNICATION SKILLS

Listening skills

Excellent Poor

Written communication

Excellent Poor

Oral communication

Excellent Poor

Cross-cultural communication

Excellent Poor

Comments

6 ATTITUDES TO WORK/STUDY

Perseverance

Appropriately persistent Easily distracted

Cooperation with others

Participative Isolated

Acceptance of correction

Accepting of questions Resistant, defensive

Initiative

Motivated, independent Awaits direction

Ability to seek assistance

Excellent Poor

Ability to cope with stress and pressure

Excellent Poor

Comments

7 GENERAL

Has the applicant's health ever affected their performance at work/school? Yes No

Does the applicant have any special abilities or disabilities? Yes No

Is their attendance pattern at work/school acceptable? Yes No

Comments

8 SAFETY CHECK*

Do you have any concerns about the applicant's suitability to work with children? Yes No

Would you be happy for the applicant to take care of your children? Yes No

Comments

***Safety Check:** The Children's Act (2014) requires all students, who may work with children during the course of their study, to be safety checked. Safety checking includes: reference checking, review of work history, identity check, police vet and an overall assessment of the applicant's safety to work with children.

9 OVERALL RECOMMENDATION

Please indicate your overall recommendation by ticking a box below:

- Recommended
 Recommended with reservation
 Not recommended

If recommended with reservation or not recommended, please comment

Referee's Signature

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Date

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