

Confidential Referee Report

School of Early Childhood Education

Applicant's Full Name: _____

Applicant's Phone Number: _____

Dear Referee,

Thank you for agreeing to contribute towards our selection process. Information recorded here is confidential to Vision College and will not be shared with the applicant.

References are not to be completed by a relative or partner of the applicant. We recommend past or present employers (including babysitting or child minding), teachers, work colleagues or family friends as suitable Referees.

The purpose of this report is to get your comments on the suitability of the applicant for working professionally with young children. When making selection decisions we look at the applicant's ability to complete a course at tertiary level, their personal qualities, communication skills, and background interests and involvement. If you have any reservations regarding the applicants suitability or there is any other information that you consider would help us make a decision about the applicant please feel free to contact Tara Talbot at Vision College on Ph (03) 377-2364.

Please return this report as soon as possible as this application cannot be processed until referee reports are received.

Yours faithfully

Tara Talbot

Head of School
Early Childhood Education

Referee's Name: _____

Referee's Contact Number: _____

During what period have you known the applicant? From _____ To _____

In what capacity? _____

(e.g. teacher, friend, employer etc.)

Do you know the applicant well enough to complete this form?

Yes No

Does the applicant have the capacity to complete a course of sustained tertiary study? Yes No Unsure

Comments:

SKILLS

Please tick and comment on each quality according to your judgement of the applicant.

Self Assurance

Highly satisfactory Satisfactory Some concern Major concern

Social Skills/ Relationships

Highly satisfactory Satisfactory Some concern Major concern

Adaptability/Flexibility of thinking

Highly satisfactory Satisfactory Some concern Major concern

Diligence

Highly satisfactory Satisfactory Some concern Major concern

Initiative

Highly satisfactory Satisfactory Some concern Major concern

Leadership

Highly satisfactory Satisfactory Some concern Major concern

Reliability

Highly satisfactory Satisfactory Some concern Major concern

Integrity

Highly satisfactory Satisfactory Some concern Major concern

Co-operation

Highly satisfactory Satisfactory Some concern Major concern

Emotional stability/Response to stress

Highly satisfactory Satisfactory Some concern Major concern

Enthusiasm

Highly satisfactory Satisfactory Some concern Major concern

Perseverance

Highly satisfactory Satisfactory Some concern Major concern

Listening Skills

Highly satisfactory Satisfactory Some concern Major concern

Organisational Skills

Highly satisfactory Satisfactory Some concern Major concern

Expressing Ideas

Highly satisfactory Satisfactory Some concern Major concern

Clarity of Speech

Highly satisfactory Satisfactory Some concern Major concern

Does the applicant have effective written communication skills?

Highly satisfactory Satisfactory Some concern Major concern

What are the applicant's special interests and skills?

FURTHER INFORMATION

Ability to Relate

Have you had the opportunity to observe the applicant's ability to relate to people, particularly:

Pre-school School age Adolescents Own Age Older People

If so, what were your impressions?

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

Yes No Unable to comment

Comments

Does the applicant have any health conditions (physical/mental) that might affect their training or ability to be a teacher?

Yes No Unable to comment

If yes, please explain

Are there any special circumstances which the selection committee should know about when considering this applicant?

Yes No Unable to comment

If yes, please explain

Would you be happy to have this applicant care for members of your family?
 Yes No Unable to comment

Comments

RECOMMENDATION

- I recommend the applicant without reservation
- I have some reservations but would recommend the applicant
(Please explain)

- I doubt the applicant's suitability
(Please explain)

- I think the applicant is unsuitable
(Please explain)

Please add any further comments you wish to make.

I am happy to be contacted to answer any further questions or for clarification

Yes No

Signed: _____

Date: _____

Please note that applicants are disadvantaged if their referee reports are not returned promptly.

Thank you once again for your assistance

Please forward your completed report to:

Christchurch applicants:

School of Early Childhood
Vision College
334 Manchester Street
Christchurch 8013
Or
christchurch@visioncollege.ac.nz

Hamilton applicants:

School of Early Childhood
Vision College
21 Ruakura Road
Hamilton 3210
Or
hamilton@visioncollege.ac.nz