

⚠ This form does not need to be completed for leisure and pleasure courses.

Please write the name and address of a person (not a relative or a friend) who has agreed to provide a reference for you below.

To be filled in by the applicant	
Reference request for (insert your name):	
Course applied for (insert name of course applied for):	
Full name of your referee:	
Address of your referee (inc. postcode):	

To be filled in by the referee Please would you provide us with a reference for the above named applicant who has applied to us for a Part-Time programme of study at Strode College.

Please rate them against the statements below by ticking the appropriate boxes:

	Excellent	Good	Average	Poor
Ability to manage workload/consistency in meeting deadlines				
Ability to work to a high standard				
Interpersonal skills				
Relationships with colleagues and team working skills				
Recognises own limitations & strengths				
Timekeeping				
Reliability & Honesty				
Conscientiousness and enthusiasm				
Flexibility				
IT Skills (if appropriate)				

How many days of sick leave has this candidate had over the time they have been working with you? (if applicable)

How long have you known the candidate?

What is your relationship to the candidate?

Comments:

Referee Details	
Referee's Name (please print):	
Address:	Post Code:
Referee's Signature:	Date:

Please return completed form to:
Strode College Full-Time Admissions, FREEPOST (SWB 10298), Church Road, STREET, Somerset, BA16 0ZY