

REFEREE FORM

Thank you for taking the time to complete this report. Your comments on the suitability of the applicant for a career in early childhood education will be carefully considered. This form is confidential to the recruitment staff for the School of Education and will not be seen by the applicant. Your frank replies will be appreciated.

Please email this completed form to enquiries@manukau.ac.nz



I am applying for:

- ☐ New Zealand Certificate in Early Childhood Education and Care (Level 4)
- ☐ New Zealand Diploma in Early Childhood Education and Care (Field-based) (Level 5)
- ☐ Bachelor of Education (Primary, Pasifika) (Level 7)
- ☐ Bachelor of Education (Early Childhood Teaching) (Level 7)

Applicant's name		
Referee's name		
Phone (Home)	Phone (Work)	Phone (Mobile)
Referee's address		

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I am confident I know the applicant well enough to complete this form (*Tick one*)
If No, please do not complete this form and advise the applicant.

☐ Yes ☐ No

1.1 Please indicate the length of time you have known the applicant.

1.2 State the capacity in which you have known the applicant (eg family friend, personal, colleague, community leader, employer, teacher, etc). Note that family members cannot fill in this referee form.

2

State what you know about the applicant's interests, skills, abilities and activities

3

In your experience does the applicant demonstrate the following qualities? (*Tick one box for each quality*)

QUALITIES	Minimally Evident 1	2	Evident 3	4	Strongly Evident 5
Trustworthiness					
Honesty					
Reliability					
Sensitivity and compassion					
Respect for others					
Imagination					
Enthusiasm and dedication					
Physical and mental health					
Punctuality					
Interest in learning					
Cultural sensitivity					
Communication					
Works well with others					
Acceptance of personal responsibility					

3.1 On a scale of 1 to 5, how would you rate the following attributes of the applicant? *(Tick one box for each quality)*

QUALITIES	Needs Development 1	2	3	4	Excellent 5
Listening skills					
Clarity of speech					
Ability to express ideas					
Ability to build and maintain relationships					

4

Are there any special circumstances the selection committee needs to be aware of before selecting this person for a career in teaching children?

5

Your recommendation

Choose one of the following that you believe best describes the potential of the applicant:

- ☐ I believe this candidate has the potential to be a satisfactory teacher (or education support staff, if applicable) of children
- ☐ I have concerns about this candidate as a teacher (or education support staff, if applicable) of children
- ☐ I have concerns about this candidate as a teacher (or education support staff, if applicable) of children but prefer to be contacted by telephone

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Further comments

Signature

Date

DAY / MONTH / YEAR

Please email this completed form to:

enquiries@manukau.ac.nz

Please send this completed form by mail to:

Ask Me! Student Services Centre
Manukau Institute of Technology
Private Bag 94006
Manukau 2241
Auckland
New Zealand

