

REFEREE FORM

Thank you for taking the time to complete this report. Your comments on the suitability of the applicant for a career in social work will be carefully considered. This form is confidential to the recruitment staff for the School of Social Work 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:

☐

Bachelor of Applied Social Work (Level 7)

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

1

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	YES	NO	COMMENT
Open mindedness			
Respect for others			
Enthusiasm			
Punctuality			
Confidence			
Patience			
Common sense			
Warmth			
Initiative			
Honesty			
Interest in learning			
Communication			
Works well with others			

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					
Perseverance					
Ability to build and maintain relationships					

Your recommendation

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

They have the potential to be a safe and effective Social Worker *(Tick one)* ☐ Yes ☐ No

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

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

