

CONFIDENTIAL REFERENCE FORMS

Reference for Admission to Accommodation in University Mews, Bundoora.

If you are a school leaver, this reference form MUST be completed by your school Principal or Year 12 coordinator. Other applicants should have this form completed by an employer, University lecturer or other professional or academic associate (not a relative).

After THE APPLICANT has completed this section, they should give this form to the referee to complete and post directly to University Mews 1251 Plenty Road Bundoora, Vic. 3083. It is suggested you give your referee a stamped envelope with the above address and the envelope marked "**Private and Confidential**".

Applicants name in full: Mr, Mrs, Ms, Miss _____

Applicant Address: _____

_____ Telephone (BH): _____

1. THE REFEREE: You have been asked by the above student to act as a referee for their application for a place in University Mews. The Management of University Mews will be grateful for your assistance in assessing their suitability for residential life. Referees may be assured that all information provided will be treated with strict confidence. The moral integrity of applicants is of great importance as a qualification for living in University Mews.

Name of Referee _____ Position held by Referee _____

Address of Referee _____

_____ Telephone (BH) _____

2. PERSONAL EVALUATION: On the following characteristics how would you rate the applicant compared with other students you have known? Place a tick in the appropriate column where you feel you have sufficient knowledge of the applicant to make a judgment.

	Outstanding	Much better Than most	Better than most	As good As most	Not as good As most	Not able to Comment
Academic ability						
Leadership Potential						
Initiative and organizing ability Attitude to independent study						
Moral qualities – honesty, integrity						
Respect for authority						
Consideration for other						
Sociability: how would he/she mix with other in community living						
Self discipline						
Common sense and judgment						
General character: Good will						
Adaptability to new situations						
Maturity						

3. How long have you known this candidate? _____

4. In what capacity? _____

5. Please comment on any favourable and/or weaker points relating to this applicant

6. Would you please provide any other information which you consider relevant to this application _____

7. Please assist us in the selection process by ticking one or more of the following as applicable.

I would recommend this applicant for a residential position

This applicant would benefit greatly from the experience of residential life

I would have some reservations about this applicant's ability for residential life

This applicant and residential life at University Mews would be incompatible

Referees Signature _____ Date _____

Thank you for providing this information

NOTE: Please do not give this completed form to the applicant.

Please return this form to University Mews:

UNIVERSITY MEWS

1215 Plenty Road

Bundoora, Vic. 3086

Mark envelope "Referee's Report – Private and Confidential"