

The Universal College of Learning is a polytechnic under the Education Act 1989.

**THIS IS A CONFIDENTIAL REFERENCE FORM.**

The information given will be held in the strictest confidence and will assist in the selection process.

Please ask two appropriate people (not relatives) to each complete a Reference Form. You could use an employer, School Dean or responsible member of the community, not a family member or friend.

**References are an essential part of the Application Process and must be completed before you can be fully enrolled.**

**This form should be posted directly to UCOL by your referee. Please check with your referees that your reference has been completed and returned.**

**BE SURE YOU FILL IN YOUR NAME BELOW:**

**SECTION A** - to be completed by applicant

**PERSONAL DETAILS**

Programme applied for

Applicant's name

Applicant's phone (home)  (business)

Referee's name

Referee's phone (home)  (business)

Referee's address

**REFEREES**

Please have the reverse side of this form completed by your referee and have them return it directly to us at:

UCOL - Universal College of Learning  
Freepost 460  
Private Bag 11022  
Palmerston North 4442

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**SECTION B** - to be completed by Referee

**1. RELATIONSHIP**

How long have you known the applicant?

What is your position/relationship to the applicant? (e.g. teacher, employer)

**2. PERSONAL QUALITIES**

How would you best describe the applicant for each of the following:

- Honesty
- Maturity
- Reliability
- Presentation
- Tolerance
- Accepting responsibility

**3. INTERPERSONAL RELATIONSHIPS**

Please comment on the following:

- Relationship with peers
- Relationship with people in authority
- Consideration of others

**4. ATTITUDES TO WORK/STUDY**

Please comment on the following:

- Perseverance
- Co-operation with others
- Application to work/study
- Initiative

**5. GENERAL**

Has the applicant's health ever affected his/her performance at work/school? Yes  No

If yes, please comment

Does the applicant have special needs, disabilities or mental health problems? Yes  No

If yes, please comment

Do you consider the applicant able to undertake a full-time programme of intensive study?

Yes  No  Give reasons

Referee's signature  Date

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