

DILWORTH SCHOOL – CONFIDENTIAL REFEREE’S RESPONSE FORM

TO SUPPORT INTERNATIONAL TUTOR APPLICATION

As this is a confidential report, please email direct to Johanna Clark

Email: j.clark@dilworth.school.nz

Alternatively, send to:

Johanna Clark
Human Resources Manager
Dilworth School
Private Bag 28 904
Remuera
Auckland 1541
New Zealand

Name of applicant:

Enter applicant’s name here

Name of referee:

Enter your name here

Position held by referee:

Enter details here

Connection with applicant:

Enter details here

Length of time you have known applicant:

Enter details here

Contact phone number:

Enter phone number here

Email address:

example@mail.com

Please refer to the guide provided with this response form. It is important for us to ensure that all our appointments are selected from quality applicants. Because we are appointing 'sight unseen' it is important that the feedback we get from referees is a reliable and frank assessment of the applicant's suitability. In the form below, as well as requesting a written comment, each category is given a 1 to 4 scale:

1 = outstanding

2 = very good

3 = average

4 = below average rating in the category concerned.

Please select the number that best suits. The comments in parentheses are only guidelines, so please feel free to comment as appropriate.

Leadership ability (indicate leadership skills and ability already proven)

1

2

3

4

Enter comments here

Motivation (what degree of personal motivation is shown)

1

2

3

4

Enter comments here

Adaptability (ability to adapt to new and different circumstances readily)

1

2

3

4

Enter comments here

Personal maturity (level of maturity/adult approach to life)

1

2

3

4

Enter comments here

Self-confidence (ability to face new situations confidently)

1 2 3 4

Enter comments here

Communication skills (ability to communicate well, both publicly and on a personal basis)

1 2 3 4

Enter comments here

Personal habits (are they neat and tidy)

1 2 3 4

Enter comments here

Personal relationships (ability to get on well with others, younger, older, peers, gregarious, individualist)

1 2 3 4

Enter comments here

Reliability (can be relied upon in all situations, punctual, will always get on with the task)

1 2 3 4

Enter comments here

Ability to encourage others (good at passing on personal enthusiasm, skills and ideas)

1 2 3 4

Enter comments here

Personality (has good sense of humour, outgoing, individualist, rather quiet)

1 2 3 4

Enter comments here

Applicant's main strengths

Enter comments here

Do you have any reservations?

Enter comments here

General comments

Enter comments here

Recommended age level

Please indicate your recommendation for the most appropriate age group:

- Junior Campus (ages 9-12)
- Senior Campus (ages 14-18)
- No particular preference

Final recommendation

On your understanding of the applicant, and given that we are looking for quality, please select your recommendation:

- An outstanding applicant in all respects
- A very good applicant who will achieve well
- A good applicant who will do his best
- A satisfactory applicant, who with clear guidelines should perform well
- Some reservations about the suitability of the applicant.

Thank you for taking the time to complete this form. It is important to us and we appreciate your comments.

Insert signature below:

Date:

Day/month/year