

COMMON NEW ZEALAND CONFIDENTIAL REFERENCE FORM

Referee to Complete

Applicant Details

Family name:		First name/s:		
Date of birth:		Sex:	<input type="checkbox"/> Female	<input type="checkbox"/> Male

Comments & Grades

Please make appropriate comments and then mark the box with one of the following grades:

1 = Outstanding	2 = Above Average	3 = Average	4 = Below Average	Grade
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Attitude to independent study / self-discipline / time management skills:	
Ability to relate to / show concern for others:	
Personal behaviour and maturity level (including alcohol and drug use):	
Self-confidence / self-reliance / adaptability to new situations:	
Academic Ability:	

Are there any concerns / particular needs that we should be aware of so that appropriate support can be provided? (e.g. health problems, medical conditions, home situation, significant allergies, disability, eating disorders, financial):

For NZ Schools only : Anticipated overall Level 3 NCEA outcome or other Year 13 qualifications

<input type="checkbox"/> Mostly Excellence	<input type="checkbox"/> Mostly Merit	<input type="checkbox"/> Mostly Achieved	<input type="checkbox"/> Or specify	
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Applicant's suitability for tertiary accommodation

<input type="checkbox"/> Highly recommended	<input type="checkbox"/> Recommended	<input type="checkbox"/> Recommended with reservations	<input type="checkbox"/> Other	
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General Comments

Referee Details

Family name:		First name/s:	
Position:		School name:	
Phone:		Signature:	
Fax:			
Email:		Date completed:	

This reference is being requested on the understanding that it will remain confidential to those concerned with considering applications for the types of accommodation specified by the applicant and will not be used for any other purpose. The NZ Official Information Act 1982 and the NZ Privacy Act 1993 protect evaluative material and allow the Accommodation Service the ability to decline to supply a copy of material when requested by other parties.

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Applicant to Complete

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Family name:		First name/s:		
Date of birth:		Sex:	<input type="checkbox"/> Female	<input type="checkbox"/> Male

Qualifications

Do you have:	Literacy	<input type="checkbox"/> Yes <input type="checkbox"/> No	NCEA: L2 English – Reading 4 credits, Writing 4 credits / CIE: AS English Grade E
	Numeracy	<input type="checkbox"/> Yes <input type="checkbox"/> No	NCEA: L1 Mathematics – 14 credits / CIE: IGCSE Mathematics Grade D

What is the highest educational qualification achieved? (Usually Year 12 – NCEA Level 2)		
	Year Achieved:	

Complete the table/s below with your highest educational qualification achieved:

National Certificate of Education Achievement (NCEA)

	Subject	NCEA Level	Total Credits	Achieved Credits		Merit Credits	Excellence Credits	Scholarship**	
				AS*	US*			S	O
1									
2									
3									
4									
5									
6									

* Indicate whether assessment is by achievement standard (AS) or unit standard (US)

** Indicate if you received a Scholarship (S) or an Outstanding Scholarship (O)

Cambridge International Examinations (CIE) or Other Qualifications +

	Subject	Level AS or A	Percentage %		Subject	Level AS or A	Percentage %
2				5			
3				+	Please attach detailed information about other qualifications.		

Responsibilities and Awards

What significant positions of responsibility have you held?	What significant awards have you received?

List of Institutions and Courses in Order of Preference

	Institution (e.g. Victoria)	Course (e.g. LLB)
1		
2		
3		

Declaration

I hereby nominate, instruct and authorise (insert referee name & school below)

to provide the reference overleaf on the basis that the report shall remain confidential to the Accommodation Office/s of the tertiary institution/s listed and/or their Residential Halls to which I am making an application.

Signature:	
Date completed:	

- If you are still at school, the referee should be your school principal or their nominated representative.
- Other applicants should have the form completed by the principal of their former secondary school, an employer, lecturer, landlord, minister or other responsible adult who is **not a relative or friend**.
- If you have previously resided in tertiary accommodation, the head of that property would be an appropriate referee.