



# NEWMAN COLLEGE

(University of Melbourne)

## REFEREE REPORT FORM – PRIVATE AND CONFIDENTIAL

(In support of applications to Newman College)

### SECTION 1 – TO BE COMPLETED BY THE APPLICANT TO NEWMAN COLLEGE:

Please complete Section 1 of this form. Then send it to your Referee, and ask for it to be posted to the Rector, Newman College, at the address below. It is expected that you also give your Referee a stamped addressed envelope for the Report. Mark the envelope 'Referee's Report – Private and Confidential'. You should not become involved in posting the completed form.

Name of Applicant.....

Address of Applicant .....Phone: (    ) .....

Name of Referee .....

Address of Referee .....Phone: (    ) .....

When you have completed this Section, please send the Report to the Referee, ask him/her to complete Section 2, and post it (in the stamped addressed envelope you have provided) to:

The Rector,  
Newman College  
887 Swanston Street,  
Parkville,  
Victoria 3052.

### SECTION 1 – TO BE COMPLETED BY THE REFEREE:

Your participation in answering the following questions would be appreciated. If there is insufficient space provided, please use an attachment.

1. Please state how long, how well, and in what capacity you have known the applicant:

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.....  
.....

2. On the following characteristics how would you rate the applicant compared with other students you have known? Place a tick in the appropriate column only where you feel you have sufficient knowledge of the applicant to make a judgement. Please place a tick in one column only for each characteristic/quality:

	Outstanding	Much better than most	Better than most	As good as most	Not as good as most	Not able to comment
Intelligence and academic potential						
Ability to work independently						
Application to study						
Ability to express ideas: oral						
written						
Maturity and sense of responsibility						
Enthusiasm and commitment						
Initiative and organising ability						
Ability to get on with others						
Consideration of others and contribution to a community						
Moral qualities						
Religious commitment and practice						
Common sense and judgment						
General character						

(Please complete the reverse side of this form)

SECTION 2 – Continued:

3. Is there any family background information which is known to you and which may be helpful in regard to selection:

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4. Please comment on any favourable points relating to the applicant:

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5. Please comment on any weaker points relating to the applicant:

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6. Please provide any other information which you consider relevant to this application:

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7. Imagine that you were considering this applicant for training as a prospective junior member of your staff. Would you:

<input type="checkbox"/> Strive to get him/her?	<input type="checkbox"/> Be happy with him/her?	<input type="checkbox"/> NOT want him/her?
<input type="checkbox"/> Prefer him/her to most?	<input type="checkbox"/> Take a chance with him/her?	(Place a cross in one box only)

8. I have provided additional information on the attached sheet.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Place a cross in the appropriate box)
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Thank you for providing this information.

Unless you explicitly indicate to the contrary, this information will be treated as private and confidential. We would be grateful if you would enclose this Report in the envelope which the applicant has provided, and sent it as soon as is conveniently possible to the Rector of Newman College, at the address above.

Signature .....

Date ...../...../.....