

For accommodation in 2010

Common Confidential Reference Form

The applicant is to complete this page. The referee is to complete Section B (over page) (please print clearly or type)

Section A – Personal Details (to be completed by the applicant)

Family name: (block letters)

Given name(s): (block letters)

Age: (as at 1 March 2010)

Email address:

What is the highest educational qualification achieved?
Give the year, the subjects and the marks/grades achieved.

Qualification: (eg, NCEA Level 2, bachelor's degree)

Subjects and marks/grades:

What positions of responsibility have you held? Please include year(s) held.
(eg, prefect 2009, hockey captain 2008/09)

What awards have you received?

I hereby nominate, instruct and authorise (name of referee):

to provide the following reference and in doing so understand and accept that the report shall *remain confidential* to the accommodation service of the tertiary institution(s) and their nominated agents to which I am making application.

Number in preferred order (1 being your first choice) the institutions listed below to which a copy of this confidential reference is to be sent (including the University of Canterbury). Also list the programme(s) of study you have applied for.

Region	Preferred order	Institution	Address	Intended programme of study
Auckland		Auckland University of Technology	Accommodation Services Officer, AUT Registry, Private Bag 92006, Auckland 1142	
		Manukau Institute of Technology	Manager, Student Services, Private Bag 94006, Manukau 2240	
		Massey University, Albany	Accommodation and Administrative Officer, Private Bag 102904, North Shore City 0745	
		The University of Auckland	Accommodation and Conference Services, University of Auckland, Private Bag 92019, Auckland 1142	
		UNITEC	Accommodation Manager, Oak Hall, UNITEC, Private Bag 92025, Auckland 1142	
Manawatu		Massey University	Residential Services, Massey University, Private Bag 11222, Palmerston North 4442	
Wellington		Massey University, Wellington	Accommodation Office, Massey University, PO Box 756, Wellington 6140	
		Victoria University	Accommodation Service, Victoria University, PO Box 600, Wellington 6140	
Waikato		University of Waikato	Accommodation Services Office, University of Waikato, Private Bag 3105, Hamilton 3240	
Canterbury		Lincoln University	Accommodation Services, PO Box 84, Lincoln University, Lincoln 7647	
		University of Canterbury	Accommodation Adviser, University of Canterbury, Private Bag 4800, Christchurch 8140	
Otago		University of Otago	The Accommodation Officer, University of Otago, PO Box 56, Dunedin 9054	

Once you have completed Section A above, give this form to your referee for completion of Section B (over page).

NB. The referee should be your school principal or member of Senior Management if you are still at school. 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.

The referee is to complete this page. (please print clearly or type)

Section B – Confidential Reference (to be completed by the referee – not a friend or relative)

This form is important in the selection process so full and frank comments are appreciated. Please complete ALL SECTIONS including grades. 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 such material when requested by other parties.

Referee's details

Name of referee: [] Position/relationship to applicant: []
School/Company: (please supply both name and address) [] Telephone number: []
[] Facsimile: []
[]

Applicant's details

Applicant's title: [] Mr [] Mrs [] Ms [] Miss
Applicant's Family Name: (block letters) []
Applicant's Given Name(s): (block letters) []

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

Attitude to independent study/self-discipline/time management skills:

[] 1-4 []
[]
[]

Ability to relate to and show concern for others:

[] 1-4 []
[]
[]

Personal behaviour and social maturity (including attitudes to alcohol & drugs):

[] 1-4 []
[]
[]

Self confidence/self-reliance/adaptability to new situations:

[] 1-4 []
[]
[]

Academic ability:

[] 1-4 []
[]
[]

For NZ schools only:
Anticipated overall Level 3 NCEA or other Year 13 qualifications:
[] Mostly Achieved [] Mostly Merit [] Mostly Excellence
[] Or specify below []
Anticipated overall Scholarship outcome if applicable:
[] Achieved [] Outstanding

Are there any concerns/special needs that we should be aware of so that appropriate support can be provided?

(eg, health problems, home situation, disability, eating disorders)

[]
[]
[]

This candidate's suitability for tertiary accommodation (please make sure your recommendation matches your comments and grades):

[] Highly recommended [] Recommended
[] Recommended with reservations [] Other (give details below)

[]

General comments:

[]
[]
[]
[]
[]

Referee to sign

Signature: [] Date: [dd/mm/yyyy]

Referees – Please photocopy the reference form and authorisation detail (Section A) and mail a copy to each of the ticked institutions overpage to reach the Accommodation Office by 1 October 2009. Please also keep a copy for your files.