

Reference for Applicants



Please pass to your current college or school tutor to complete.

To whom it may concern: The below applicant has applied for a course within City College Norwich commencing in 2020. We would be grateful if you would complete this reference form accordingly.

Applicant's Name:	
Course Applied for:	
Referee Name:	
How is the applicant known to you? And How long have you known them?	

Attendance & Punctuality: Please comment on the applicant's attendance and punctuality during their current course of study.

Please tick one of the following:

Attendance: Poor (<80%) · Satisfactory (80-89%) · Good (90-94%) · Excellent (95%+) ·

Punctuality: Poor · Satisfactory · Good · Excellent ·

Are there any health or personal circumstances that have affected their learning?

Discipline, Motivation & Commitment:

Please tick one of the following:

	Poor	Satisfactory	Good	Excellent
Behaviour:	·	·	·	·
Motivation:	·	·	·	·
Commitment with current studies	·	·	·	·

Subjects to be taken at GCSE and predicted grades:

Comments:

Additional information: Please comment on the below relevant information that would help us make an informed decision as to the suitability of this applicant.

Please give your opinion of the student's ability to cope with the academic demands of this course?

Please describe the student's personal qualities, eg politeness, ability to follow instructions, respectful of others, etc?

Referee – please complete:

Print Name		Date:
Signed:		School/College Stamp:

Please bring the completed reference with you to your interview

Reference for Applicants

Please give this form to your current employer or personal referee to complete.

This is an additional reference and is only applicable to applicants who are applying for Health and Social Care/Childcare Courses

To whom it may concern: The below applicant has applied for one of the above courses at City College Norwich commencing in 2020. We would be grateful if you would complete this reference form accordingly.

Applicant's Name:	
Course Applied for:	
Referee Name:	

How long have you known the applicant and in what capacity?

Please give your opinion of the applicant's ability to cope with meeting deadlines, organising workloads and related pressures? (please use the reverse of this form if necessary)

Please describe the applicant's personal qualities, eg politeness, ability to follow instructions, respectful of others, etc

Are there any other comments you would like to make in relation to this applicant's suitability for the course applied for?

Are there any other comments? (please use the reverse of this form if necessary)

Signed

Dated

Please bring the completed reference with you to your interview