

# REFEREES REPORT – CONFIDENTIAL

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## Referee Instructions – DO NOT RETURN THIS REPORT TO THE APPLICANT.

Are you completing this report for an applicant applying to enrol in:

Bachelor of Teaching (Early Childhood Education) (Level 7)

Open Polytechnic Certificate in Early Childhood Practice (Level 4)

The purpose of this report is to receive comment about the applicant to assess their suitability for teaching young children against the New Zealand Teachers Council 'Good Character' and 'Fit to be a Teacher' criteria. The information you provide is confidential to Open Polytechnic and will NOT be shared with the applicant.

Complete all relevant sections of this report, and indicate the applicant's level of personal skills and attributes as part of your overall recommendation.

If you have any reservations regarding the applicant's suitability, or any other information that you consider would help us make a decision about the applicant, please inform the Regional Manager, Centre for Education Studies.

**Return this report directly to Open Polytechnic as soon as possible using the Freepost envelope provided. We cannot process the potential student's application until we receive this report.**

## Print Clearly

### Referee Details

Referee Name \_\_\_\_\_

Your relationship to the Applicant \_\_\_\_\_

Daytime Phone Numbers of Referee (include area code)

( ) \_\_\_\_\_

Evening Phone Number of Referee (include area code)

( ) \_\_\_\_\_

### Applicant Details

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Daytime Phone Numbers of Applicant (include area code)

( ) \_\_\_\_\_

Evening Phone Number of Applicant (include area code)

( ) \_\_\_\_\_

## Overall Recommendation on Applicant's Suitability

**Do not complete this recommendation until you have answered all other questions on this form.**

I recommend the applicant without reservation as an excellent prospect for teaching

I have some reservations but would recommend the applicant as a good prospect for teaching  
(please indicate your reservations below)

I doubt the applicant's suitability (please indicate your reasons why below)

I think the applicant is unsuitable for teaching (please indicate your reasons why below)

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**During what period have you known the applicant?**

From \_\_\_\_\_ To \_\_\_\_\_

**In what capacity have you known the applicant?** For example; teacher, employer, colleague.

Please give details

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**Do you consider that you know the applicant well enough to complete this form?**

Yes  No

**Comment on your observations of the applicant interacting with people who are:**

Observation	Comments
Under 5	
School Age – Primary	
School Age – Secondary	
About the same age as the Applicant	
Older than the Applicant	

## How would you rate the applicant in the following areas

### Support your rating with comments and examples

(Tick the 'Not observed' box if you have not had the opportunity to observe the applicant demonstrate any of the following)

#### Trustworthiness

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Honesty

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Reliability

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Sensitivity and Compassion

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Respect for others

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Imagination, enthusiasm and dedication

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Communication skills (oral, speaking and listening)

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Communication skills (written)

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

#### Physical and mental health

Above Average     Average     Below Average     Not Observed

Comments/examples \_\_\_\_\_  
\_\_\_\_\_

