

SECOND REFERENCE

Instructions for candidate:

Please insert below your name in full and home address and pass this form to the person whose name is given as your referee on your application form. **It is important when sending this form to your referee that a stamped addressed envelope is provided by you so the referee may return your reference upon completion direct to the University.**

Dear Referee,

Name of candidate

Home Address

The above mentioned has applied for admission to the part time PGCE Primary course at the University and has given your name as referee. I should be very grateful if you would answer the following questions about them and return this form to me direct. The reference will not be shown to the candidate and will only be seen by those directly involved in the selection process. However, you should be aware that candidates can apply to see references under the Data Protection Act.

Yours faithfully

Jo Dennis
Admissions (Postgraduate)

1. How long have you known the candidate?

2. What is your general estimate of their character and fitness for the teaching profession? You may also wish to mention achievements and personal qualities of this candidate.

Name of referee _____

Occupation _____

Address _____

_____ Postcode _____

Telephone number _____ Facsimile _____ E-mail _____