

# Referral Request for a Position of Responsibility

<b>DATE</b>	
<b>NAME OF REFEREE</b>	

**I am an applicant for a position of responsibility at Botany Downs Secondary College and have named you as a confidential referee.**

Would you please forward the completed referee's report via email to the Principal's PA at

[t.horsford@bdsc.school.nz](mailto:t.horsford@bdsc.school.nz)

**The Principal  
Botany Downs Secondary College  
575 Chapel Road Howick  
Auckland 2016 NEW ZEALAND**

Your referee report must be received at the  
above address by:

For assistance, phone **09 273 2310**

# Referee's Report for Position of Responsibility

## APPLICANT

<b>Name</b>	
<b>Present Position</b>	
<b>Employer</b>	

## REFEREE

<b>Name</b>			
<b>Position</b>			
<b>Address</b>			
<b>Telephone Business</b>		<b>Telephone Private</b>	
Please give a <b>brief outline of the working relationship you have</b> , or have had with the applicant and upon which you have based this referral:			
<b>Are you prepared to be contacted</b> by telephone to follow up on information contained in this written referral? <b>YES / NO</b>			

## Referee Information

We invite you to complete this form and assure you that your report will be kept confidential to this Board of Trustees and those directly involved in the selection process.

This report asks you to rank the applicant on a scale of 1 to 5. In the interest of fairness to this applicant and others applying, please regard a ranking of 3 as indicating "a very satisfactory/competent" standard.

If you do not feel able to comment on any aspect, please indicate so in the space provided.

## Personal Qualities

(mark one)	High	← YES	→ NO	Low
Bearing and professional appearance				
Sensitivity				
Relationship with other staff				
Approachability				
Flexibility				
Sense of humour				
Resilience				
Social conduct				
Personal motivation				
Enthusiasm				
Innovative thinker				

### COMMENTS

## Personal Professional Qualities

CAPACITY TO... (mark one)	High	← YES	→ NO	Low
Identify new opportunities and action where appropriate				
Grasp knowledge and put ideas into action				
Undertake delegated responsibilities with a minimum of supervision				
Show vitality, initiative, diligence and warmth				
Adopt an analytical approach to problem solving				
Understand and be aware of wider issues e.g. Treaty of Waitangi				
Initiate and manage change				
Provide a professional perspective on educational issues				
Strengthen/ enhance personal professional development				
Collaboratively reach a decision				

### COMMENTS

## Relationship with Students

CAPACITY TO... (mark one)	YES		NO	
	High ←			→ Low
Establish warm and friendly relations with student(s) regardless of age, ethnic background and individual abilities				
Earn respect				
Encourage and support students to take increasing and appropriate responsibility for own learning				
Address the needs of Maori and Pacific Island students				
Adopt an analytical approach to problem solving				

### COMMENTS

## Relationship with Colleagues

CAPACITY TO... (mark one)	YES		NO	
	High ←			→ Low
Manage Staff				
Establish excellent working relationships				
Acknowledge the skill and knowledge of others				
Gain acceptance and recognition for professional skills				

### COMMENTS

## Information and Technology

(mark one)	YES		NO	
	High ←			→ Low
Personal ability and skills				
Vision for its development in schools				
Attitude to its use as a learning tool for students				
Ability to harness support and resources for implementation				

### COMMENTS

# Summary

(mark one)

	YES ←			NO →	
	High				Low
How would you rank the applicant for the position?					
In your opinion, how might STUDENTS rank the applicant?					
In your opinion, how might STAFF rank the applicant?					

## COMMENTS

# Applicant's Potential

Comment on what you believe to be the applicant's potential to handle the responsibilities of the position. Please place emphasis on both strengths and weaknesses:

<b>SIGNED</b>	
<b>DATED</b>	