

Referral Request for a Position of Responsibility



Date:

Name of Referee:

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:

y.degraaf@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

Name:

Present Position:

Employer:

REFEREE

Name:

Position:

Address:

Telephone Business:

Telephone Private:

Please give a brief outline of the working relationship you have, or have had with the applicant and upon which you have based this referral:

Are you prepared to be contacted by telephone to follow up on information contained in this written referral?

YES

NO

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

Rank the applicant on a scale of 1 (low) to 5 (high), a ranking of 3 indicating “a very satisfactory/competent” standard.

	RANKING 1 (low) to 5 (high)
Bearing and professional appearance	
Sensitivity	
Relationship with other staff	
Approachability	
Flexibility	
Sense of humour	
Resilience	
Social conduct	
Personal motivation	
Enthusiasm	
Innovative thinker	
COMMENTS	

Professional Qualities

Rank the applicant on a scale of 1 (low) to 5 (high), a ranking of 3 indicating “a very satisfactory/competent” standard.

CAPACITY TO:	RANKING 1 (low) to 5 (high)
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

Rank the applicant on a scale of 1 (low) to 5 (high), a ranking of 3 indicating “a very satisfactory/competent” standard.

CAPACITY TO:	RANKING 1 (low) to 5 (high)
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

Rank the applicant on a scale of 1 (low) to 5 (high), a ranking of 3 indicating “a very satisfactory/competent” standard.

CAPACITY TO:	RANKING 1 (low) to 5 (high)
Manage Staff	
Establish excellent working relationships	
Acknowledge the skill and knowledge of others	
Gain acceptance and recognition for professional skills	
COMMENTS	

Information and Technology

Rank the applicant on a scale of 1 (low) to 5 (high), a ranking of 3 indicating “a very satisfactory/competent” standard.

	RANKING 1 (low) to 5 (high)
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	

