



St. Mary's College

The University of Melbourne

Referee Report Form

PRIVATE AND CONFIDENTIAL

[In support of application to St. Mary's College]

SECTION 1. – To be completed by THE APPLICANT to St. Mary's College:

Please complete Section 1 of this form, then send it to your Referee and ask for it to be posted to the Principal, St. Mary's College at the address below. It is expected that you also give your Referee a **stamped addressed envelope** for the Report. Mark the envelope 'Referee's Report – Private and Confidential'. You should not become involved in posting the completed form.

Name of Applicant _____ Phone: _____

Address of Applicant _____

Name of Referee _____ Phone: _____

Address of Referee _____

When you have completed this Section, please send this form to the Referee, asking him/her to complete Section 2 and post it (in the stamped addressed envelope you have provided) to:

The Principal
St. Mary's College
PO Box 140
PARKVILLE VIC 3052

SECTION 2. – To be completed by THE REFEREE

Your participation in answering the following questions would be appreciated. If there is insufficient space provided, please use an attachment.

1. Please state how long, how well, and in what capacity you have known the applicant: _____

2. On the following characteristics, how would you rate the applicant compared with other students you have known? Please place a tick in the appropriate column only where you feel you have sufficient knowledge of the applicant to make a judgement. Place a tick in one column only for each characteristic/quality:

	Outstanding	Much better than most	Better than most	As good as most	Not as good as most	Not able to comment
Intelligence and academic potential						
Ability to work independently						
Application to study						
Clarity of career objectives						
Ability to express ideas : oral Written						
Maturity and sense of responsibility						
Enthusiasm and commitment						
Initiative and organizing ability						
Ability to get on with others						
Honesty and reliability						
Religious commitment and practice						
Common sense and judgement						
General character						

[Please complete the reverse side of this form]

SECTION 2 – Cont:

Is there any family background information which is known to you and which may be helpful in regard to selection:

Please comment on any **favourable** points relating to the applicant: _____

Please comment on any **weaker** points relating to the applicant: _____

Please provide any other information which you consider relevant to this application: _____

In terms of potential for contribution to the community at large, would you rate this applicant as:

- | | | |
|---|---|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Average | |
| <input type="checkbox"/> Well above average | <input type="checkbox"/> Underdeveloped | [Place a cross in the appropriate box] |

Additional information is provided on an attached sheet:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | [Place a cross in the appropriate box] |
|------------------------------|-----------------------------|--|

Thank you for providing this information.

Unless you explicitly indicate to the contrary this information, along with other application documents, may be forwarded to another College if we are unable to offer accommodation at St. Mary's College.

We would be grateful if you would enclose this Report in the envelope provided by the applicant, and send it as soon as is conveniently possible to: The Principal, St. Mary's College, PO Box 140, PARKVILLE VIC 3052.

Signature: _____

Date: _____