



KINGSWAY SCHOOL

Director of International Students
100 Jelas Road
Orewa, Auckland 0932
NEW ZEALAND
Phone: 09 427 0984
Fax: 09 427 0919

Email: international@kingsway.school.nz

CONFIDENTIAL REPORT

Student Name:

You have been named as a referee for the applicant named below for a position at this school. We appreciate the time and effort given in completing this form. Please refer to guidance notes on the last sheet. Thank you for your assistance.

All information given will be kept strictly confidential.

Referee's name: _____

Position: _____

School Name: _____

Address: _____

Length of time applicant has been known to you: _____

Please comment on the following aspects as they relate to the applicant's suitability for a position in our School.

Personal qualities: _____

Relationship with peers: _____

Attitude to authority: _____

Academic competence:

Study skills: _____

Leadership skills: _____

Relationships with community: _____

Ability to develop areas of responsibility: _____

Known strengths: _____

General comments about the applicant: _____

(Continue on a separate sheet if necessary)

Signature of referee: _____

Date: _____

This report should be sent to us no later than: _____

When completed please post to:

**Director of International Students
KingsWay School
100 Jelas Road, Orewa,
Auckland 0932, New Zealand**

Thank you for taking the time to do this for us.

Guidance to Referees:

You may find the following guidelines helpful as you complete the referee's report.

PERSONAL QUALITIES: These may include the applicant's ability to understand and utilise new knowledge, vitality; initiative; bearing and manner inside and outside the classroom; and communication skills.

RELATIONSHIP WITH PEERS: This may include comment on the applicant's classroom relationships and participation in the range of activities involving students.

ACADEMIC COMPETENCE: This should include ability to acquire and utilise new information.

COMMUNITY: The nature of the applicant's participation in community life and ability to motivate and involve themselves in the wider community.

KNOWN STRENGTHS: Comment on the strengths the applicant has both within the classroom and outside the classroom for the benefit of the school and in the community.

GENERAL: Please make any general comment you feel may assist the Board to make a decision.