

Strictly Private and Confidential



Reference Form

The person named below has applied for a course with Arden University (formerly RDI). We would be grateful for your opinion of his/her suitability for this course. Any information you give will be treated in the strictest confidence. We may need to contact you if further clarification is required.

Name of Applicant			
Course Title		Start Date	
Are you happy to provide the candidate with a reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you related to or a friend of the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please note, we are unable to accept references from relatives and friends.		
How long have you known the applicant?			
In what capacity have you known the applicant?			
Address			
Daytime telephone number			
Email			
In the event of a request by the candidate for access to this reference under the Data Protection Act, do you consent to disclosure of this reference to the individual?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

- Present/previous employers now complete part 1.
- Academic referees complete part 2 only.

When completed, please return the form to us by email:

applications@arden.ac.uk

Thank you for your assistance.

Part 1: For completion by present/previous employers

1	In what capacity is/was the candidate employed?				
2	Between which dates?	From		To	
3	Please comment on the following:				
The applicant's strengths					
The applicant's weaknesses					
Their suitability for the course applied for					
Their dedication and commitment					
Their organisational skills					

<p>Their interpersonal skills</p>
<p>Their time management skills</p>
<p>Their reliability</p>
<p>Any other comments?</p>

Name	Position	Date
Company		
Signature		

Part 2: For completion by academic referees only.

Please provide a brief assessment of the applicant's suitability to study the course applied for.

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Name	Position	Date
Company		
Signature		