

# Confidential Statement by Referee

Applicant's Name \_\_\_\_\_

Dear Referee,

The above named person has applied for a place on the **Higher Certificate in Counselling Skills** course at the Cork Institute of Technology. You will find details of the course in the course brochure which the applicant will give you. Please return your reference by **24<sup>th</sup> April 2020** to Dr Maria Bowens, Department of Applied Social Studies, Block G, Cork Institute of Technology, Bishopstown, Cork. We thank you for your help in advance.

**NAME OF REFEREE** \_\_\_\_\_

**ADDRESS OF REFEREE** \_\_\_\_\_

**TELEPHONE NO** \_\_\_\_\_ **MOBILE** \_\_\_\_\_

**POSITION/OCCUPATION OF REFEREE** \_\_\_\_\_

**LENGTH OF TIME AND CONTEXT AND IN WHICH YOU KNOW THE APPLICANT** \_\_\_\_\_

To help us further with our assessment of this applicant, it would be very helpful if you would rank the applicant with regard to the following (please circle the scale).

	Low			High	
An understanding of the demands of training (e.g. keeping to deadlines, the need for assessment, keeping professional and financial agreements, etc.)	1	2	3	4	5
His/her awareness of his/her strengths and weaknesses	1	2	3	4	5
Capacity to engage with other people	1	2	3	4	5
Integrity ( <i>including capacity for confidentiality</i> )	1	2	3	4	5
Capacity for self-reflection	1	2	3	4	5
Awareness of people's different outlooks/frames of reference	1	2	3	4	5

It would be helpful if the following information about the applicant could be covered in your statement below:

- (1) Motivation and commitment
- (2) Intellectual ability.
- (3) Oral and written communication skills.
- (4) Personal qualities relevant to working with potentially vulnerable people
- (5) Potential areas for further development
- (6) Any other comments which you feel may be relevant to the application:

**STATEMENT BY REFEREE** (Please feel free to type this statement on a separate page, sign and date it and return it with this form)

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*Continued overleaf*

