



For Office Use Only:

Supportive Reference	Yes/No
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Please write in **CAPITALS** and place a in the appropriate boxes

To be completed by the applicant

Applicant details	
Name	
Address	
Country	Contact Number
Course applied for:	

To be completed by the Referee

Reference details			
Relationship to applicant	Tutor	Line Manager	Employer
Name			
Signature of Referee			
Position		Date	
Address			
Country	Contact Number		

Confidential – to be completed by the Referee

In order that we are able to match the applicants requirement with the course on offer, please complete this form and return it to the applicant without delay.

Please note – we are unable to process the application until this form has been received. Your answers to the predicted grades will be used by the College to place the applicant on the appropriate course.

Comments – to be completed by the referee

Please can you tick on a scale of 1 to 4 (**1 = Excellent, 4 = Poor**) the suitability of this applicant to undertake the course shown

	1	2	3	4
Personal qualities of the applicant				
Ability to work as a member of a team				
Attendance				
Attitude to school/college/work environment				
Behaviour				
Motivation				
Oral communication				
Punctuality				
Quality of work				
Relationships with Peer/Group Teachers				
Written communication				
Meeting Deadlines				

Please comment on the students suitability for the course(s) applied for:

Thank you for completing this form. Please return to applicant:

Website address: www.tlc.ac.uk