

REFERENCE FORM

(2020-2021)

Newbold College of Higher Education is a Seventh-day Adventist Christian institution. Admission to Newbold is available to any applicant who meets the academic, financial and character requirements of the College and who agrees to abide by its policies.

FOR OFFICIAL USE ONLY:

Received:

ID No:

HOW TO COMPLETE THIS FORM

- SECTION ONE is to be completed by the APPLICANT and provides information on the person who has applied for a course or programme at Newbold. It should be completed by the applicant before handing the form to the referee.
- SECTION TWO is to be completed by the REFEREE and provides information about the person who has been approached to serve as referee.
- SECTION THREE is the reference report and is to be completed by the REFEREE.

Please return the completed reference to:

Admissions and Records Office
Newbold College of Higher Education
St Mark's Road Binfield, Bracknell
RG42 4AN United Kingdom

Or by email to: admissions@newbold.ac.uk

ABOUT OUR REFERENCE PROCESS

The person named in SECTION ONE has applied to study a programme or course at Newbold. They have selected you as their referee. Please complete SECTION THREE by explaining whether, in your opinion, the applicant named in Section One is likely to successfully complete and benefit from the programme of study for which s/he is applying for, and why. Please specify the applicant's general suitability to undertake the course including distinct strengths or areas for improvement.

When you are done, please return this form to Newbold's Admissions and Records Office at the postal or email address provided above.

- Referees should be aware that under the provisions of the Data Protection Act (1998) applicants may ask Newbold to disclose references that have been used in the admissions process. References will also be accessible if requested in connection with legal proceedings.
- Please tell us if you object to the reference being open to the applicant.

Any personal information provided will be processed in line with the General Data Protection Regulation.

SECTION ONE: APPLICANT DETAILS (to be completed by the applicant)

Requesting references is your responsibility. Newbold is unable to request references on your behalf.

Full name of applicant	
Course you are applying for	

SECTION TWO: REFEREE DETAILS (to be completed by the referee)
 Please complete using a blue or black pen, or using a font size that is large enough to be read clearly.

Full name of referee	
Occupation	
Company/organisation	
Address	
Postcode	
Country	
E-mail address	
Phone number (inc. Country and area code)	

SECTION THREE: REFERENCE REPORT (to be completed by the referee)

How long have you known the applicant?	
In what capacity do you know the applicant?	
Referee Signature:	
Date:	

Reasoning & Comprehension	
<input type="checkbox"/>	brilliant, exceptional capability
<input type="checkbox"/>	makes thoughtful analysis
<input type="checkbox"/>	alert, has good mind
<input type="checkbox"/>	average mental ability
<input type="checkbox"/>	learns and thinks slowly
Interpersonal Relationships	
<input type="checkbox"/>	listens accurately to others
<input type="checkbox"/>	responds to the feelings and needs of others
<input type="checkbox"/>	initiates friendships and cares for others
<input type="checkbox"/>	resolves interpersonal conflicts
<input type="checkbox"/>	relates well to individuals of other races/cultures
<input type="checkbox"/>	develops relationships with individuals of other races/cultures
<input type="checkbox"/>	impatient with others
<input type="checkbox"/>	easily irritated
Work Habits	
<input type="checkbox"/>	serves beyond what is required
<input type="checkbox"/>	superior creative ability
<input type="checkbox"/>	consistently reliable
<input type="checkbox"/>	organized
<input type="checkbox"/>	detail oriented
<input type="checkbox"/>	overly perfectionistic
<input type="checkbox"/>	does only what is assigned
<input type="checkbox"/>	easily irritated
<input type="checkbox"/>	meets average expectation
<input type="checkbox"/>	unorganized
<input type="checkbox"/>	starts but often does not finish
Emotional Strength	
<input type="checkbox"/>	able to work in difficult and isolated situations
<input type="checkbox"/>	good control in difficult situations
<input type="checkbox"/>	accepts constructive criticism
<input type="checkbox"/>	flexible in the face of change
<input type="checkbox"/>	able and willing to adapt
<input type="checkbox"/>	perseveres through difficulties
<input type="checkbox"/>	usually well balanced
<input type="checkbox"/>	easily discouraged
<input type="checkbox"/>	overly emotional

Adventist Lifestyle & Standards	
<input type="checkbox"/>	lives in harmony with
<input type="checkbox"/>	accepts
<input type="checkbox"/>	understands
<input type="checkbox"/>	somewhat rigid
<input type="checkbox"/>	challenges
<input type="checkbox"/>	ignores
Teamwork	
<input type="checkbox"/>	works well with others
<input type="checkbox"/>	follows directions
<input type="checkbox"/>	prefers to work in a team
<input type="checkbox"/>	prefers to work alone
<input type="checkbox"/>	frequently causes friction
<input type="checkbox"/>	prefers a structured environment
<input type="checkbox"/>	prefers an open environment
<input type="checkbox"/>	tends to be domineering
Spirituality	
<input type="checkbox"/>	exceptional insight and discipline
<input type="checkbox"/>	active faith
<input type="checkbox"/>	immature faith
<input type="checkbox"/>	dedicated
<input type="checkbox"/>	growing
<input type="checkbox"/>	somewhat rigid beliefs
<input type="checkbox"/>	searching
<input type="checkbox"/>	has made basic commitment
<input type="checkbox"/>	uncommitted
Leadership	
<input type="checkbox"/>	exceptional leadership
<input type="checkbox"/>	inspires others
<input type="checkbox"/>	respectful of others
<input type="checkbox"/>	has some leadership skills
<input type="checkbox"/>	tries but lacks ability
<input type="checkbox"/>	prefers supportive roles
<input type="checkbox"/>	makes no attempt to lead
Church Doctrines	
<input type="checkbox"/>	understands
<input type="checkbox"/>	lives in harmony with
<input type="checkbox"/>	accepts
<input type="checkbox"/>	somewhat rigid

Personality/Sociability	
<input type="checkbox"/>	seeks others out
<input type="checkbox"/>	makes friends easily
<input type="checkbox"/>	accepts others
<input type="checkbox"/>	reserved, but friendly
<input type="checkbox"/>	avoids others
<input type="checkbox"/>	conceited
<input type="checkbox"/>	critical of others
<input type="checkbox"/>	shy or withdrawn
<input type="checkbox"/>	moody or sullen
<input type="checkbox"/>	easily offended
<input type="checkbox"/>	lacks a sense of humor
Communication	
<input type="checkbox"/>	skilled in public speaking
<input type="checkbox"/>	speaks clearly and tactfully
<input type="checkbox"/>	writes clearly and tactfully
<input type="checkbox"/>	able to express thoughts
<input type="checkbox"/>	sometimes hard to understand
Knowledge of the Bible	
<input type="checkbox"/>	superior grasp
<input type="checkbox"/>	well established
<input type="checkbox"/>	basic, but improving
<input type="checkbox"/>	sketchy, limited
Perception of Others	
<input type="checkbox"/>	sought after by others
<input type="checkbox"/>	liked by others
<input type="checkbox"/>	tolerated by others
<input type="checkbox"/>	avoided by others
Spiritual Influence	
<input type="checkbox"/>	positive
<input type="checkbox"/>	passive
<input type="checkbox"/>	negative
Relationship to Authority	
<input type="checkbox"/>	relates well to persons of authority
<input type="checkbox"/>	accepts authority
<input type="checkbox"/>	tolerates authority
<input type="checkbox"/>	challenges authority
<input type="checkbox"/>	resists authority
<input type="checkbox"/>	often argumentative

Rate the applicant:				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> Not Acceptable

Using a DARK pen or pencil, please TYPE or PRINT your responses in large letters below or leave blank if not known.

QUESTIONS

1. Describe any special performance-related skills or abilities you feel would contribute to the success of the applicant in mission service.

2. Describe any performance-related weakness or tendency you believe might reduce the effectiveness of the applicant in their overall performance of mission service.

3. Describe any performance-related event, situation or experience (positive or negative) the applicant has experienced recently which you feel might impact his/her service?

4. Use this space for additional comments or remarks.