



### APPLICANT REFERENCE

<b>Ref No</b>	
<b>Applicant Name</b>	
<b>Date Of Birth</b>	
<b>Current/previous College</b>	
<b>Course applied for</b>	
<b>Campus</b>	

**1. Academic Record**

Please list the subjects being taken or already achieved showing the predicted or actual grades.

<b>Qualification</b>	<b>Predicted Grade</b>	<b>Date of Exam</b>	<b>Actual Grade</b>

2. How long have you known the applicant?

<b>Years</b>		<b>Months</b>	
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3. Please Tick as appropriate where:

	Poor	Average	Good	Excellent
Written Communication				
Oral Communication				
Quality of Work				
Commitment				
Motivation				
Ability to work as a member of a team				
Relationship with Peer/Group Teachers				
Behaviour				
Attitude to school/college/work environment				
Attendance (%)		From		
Punctuality (%)		To		

4. Please comment on any additional support the applicant might need, e.g. help with literacy and numeracy, help with English for speakers of other languages or help for those with a learning difficulty or disability

Please also include any special arrangements the applicant is entitled to for examinations.


- 5 General remarks, including suitability, participation in School/College activities, attendance record, work experience.

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Name of Referee: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Returns by post or by hand.

Return to – **Admission Team, Oaklands College, St Albans Smallford Campus, St Albans, Herts AL4 0JA.**

If you are returning this form by post or by hand, please ensure that the school add the school stamp below in the box provided.

School Stamp Here

Returns by Email

Send the completed form to [contactcentre@oaklands.ac.uk](mailto:contactcentre@oaklands.ac.uk) from the recognised email account of the referee. Please note that references received from personal email accounts may not be accepted.