

## English Language Assistants Programme

---

# Tutor Guidance – Letter of Recommendation

## Student Application for the English Language Assistants Programme

All nominated tutors and referees will receive the below reference form in automated email format once the applicant has completed and submitted their application form. References will **ONLY** be accepted via this automated email and should not be completed using any other method. The below form has been designed for reference purposes only, aiming to help tutors and referees prepare for completing their students' letters of recommendation.

## Letter of Recommendation Student Application for Language Assistant Placement

### Candidate's details

Given name(s) of Candidate

Family name of Candidate

Type of referee

☐ Tutor ☐ Employer

How long have you known the candidate?

### Your recommendation

The candidate is applying for a position in:

Please comment on the candidate's proficiency in the language of this country (if known).

Is the candidate a native-level English speaker?

☐ Yes ☐ No

How do you rate the applicant with regard to the following?

Please select a rating per criteria where 1 = Very poor and 10 = Excellent.

#### Attendance Record

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

#### Professionalism

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

#### Reliability

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

#### Conduct

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Cooperation with others

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Initiative

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Maturity

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Adaptability

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Please comment on the candidate's suitability for the role of an English Language Assistant working in an overseas school.

Is there any other information that a prospective employer should know?

☐ Yes ☐ No

By clicking the Submit button below, I confirm that to the best of my knowledge the above information is correct

Under the Data Protection Act 1998 individuals have the right to view the personal information we hold on them. Please note, if we receive such a request, we will be obliged to disclose to the candidate the reference information supplied by you.

#### Your details

Name

Position

Organisation

Date

2

▼

November

▼

Year

2020