

TUTOR GUIDANCE - LETTER OF RECOMMENDATION

STUDENT APPLICATION FOR LANGUAGE ASSISTANT PLACEMENT

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 should not be completed but has been designed for reference purposes only, aiming to help tutors and referees prepare for completing their students' letters of recommendation.

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:

(Dropdown list of countries)

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

If yes, please enter the information below:

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 (mandatory field)

Position (mandatory field)

Organisation (mandatory field)

Date

Year