



## REFERENCE FORM - 2008

### Reference for Admission to on-campus accommodation at Deakin University

This reference **MUST** be completed by the applicant's school Principal or year 12 coordinator. Applicants who are not school leavers should have this form completed by their employer, University lecturer or other responsible adult (not a relative).

The information in your residences application is collected by the University to enable your application to be processed and considered and, in the event that your application is successful, to enable your accommodation record to be maintained and updated and for the purposes of communicating with you about residences or other University matters. If you do not supply all the requested information, your application may not be able to be considered. The information in your residence application will not usually be disclosed to any party external to the University. The University uses and discloses personal information in accordance with the Information Privacy Act 2000. Requests for access to personal information are managed in accordance with the Freedom of Information Act 1982, The University's information privacy policy may be viewed at <http://theguide.deakin.edu.au> or by contacting the Privacy Officer on (03) 9246 8114.

**AFTER THE APPLICANT** has completed this shaded area, they should give this form to the referee to complete. It is suggested the applicant give the referee a stamped envelope with the address as shown on this form.

**IMPORTANT:** Please note that accommodation applications cannot be considered without this form.

*Applicant's name in full: Mr, Mrs, Ms, Miss*

*Applicant's Address:*

  


What campus/s has the applicant applied for - please indicate preferences using numbers:  Melbourne  Geelong  Warrnambool

1. **TO THE REFEREE:** You have been asked by the above student to act as a referee for their application for a place in Deakin University Residences 2008. Please complete this form and return it to the address stated on the back of this form. The University may follow up to confirm/discuss some of the details of the reference.

Name of Referee: \_\_\_\_\_ Position held by Referee: \_\_\_\_\_

Address of Referee: \_\_\_\_\_

Phone (Work): \_\_\_\_\_

2. **PERSONAL EVALUATION:** On the following characteristics how would you rate the applicant compared with other students of similar age, educational attainment and educational opportunity you have known? Place a tick in the appropriate column where you feel you have sufficient knowledge of the applicant to make a judgment.

	Outstanding	Better than most	As good as most	Not as good as most	Not able to comment
Leadership potential					
Initiative and organising ability					
Attitude to independent study					
Moral qualities - honesty, integrity					
Respect for authority					
Consideration for others					
Sociability: how would he/she mix with others in community living?					
Self discipline					
Common sense and judgement					
General character: good will					
Adaptability to new situations					
Maturity					

3. How long have you known this candidate? .....
4. In what capacity? .....
5. Is there any family background which may be helpful in regard to selection? .....
6. Please comment on any favourable points relating to the applicant .....
7. Please comment on any weaker points relating to the applicant .....
8. Please give any other information which you consider relevant to this application.

**The aim of our residential community is to provide a successful living and learning environment that is integral to the University experience.**

9. Please assist us in the selection process by ticking one or more of the following as applicable:

- I would strongly recommend this applicant for a residential position
- This applicant would benefit greatly from the experience of residential life
- I would have some reservations about this applicant's suitability for residential life at Deakin
- This applicant would definitely make a positive contribution to residential life
- This applicant and residential life at Deakin would be compatible
- I am unable to comment on this applicant's suitability for residential life at Deakin

Referee's signature: \_\_\_\_\_

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

**Thank you for providing this information, please ensure that this form is returned to the address below as applications cannot be considered until it is received.**

**NOTE:** Please do not give this completed form to the applicant.

**Please return this form by January 10, 2008 to:**

The Manager – Residences  
 Referee's Report  
 Deakin University  
 Geelong Victoria 3217  
 Australia