

Counselling Reference Form

Guidance notes for the referee

The person named below has given your name as a referee for his/her application for a counselling studies course. Please could you comment on the following and return the reference as soon as possible to the applicant, as he/she will not be interviewed without a reference. Please note that under the Data Protection Act 2018 the College is unable to treat references as confidential and is obliged to reveal their contents to the data subjects, if requested.

Guidance notes for the applicant

The **completed reference form** needs to be **submitted together** with your **application form**. Your application will not be processed without it.

name of applicant

referee details

Name and address of two referees (NOT relatives), one of whom should complete the reference form.

Name Referee 1:

Relationship to applicant:

How long have you known the applicant?

Referee's place of employment and occupation/job title:

Address & Postcode:

Email address:

Telephone:

Mobile:

Would you be happy to be contacted to provide further information? (Please tick) Yes No

Name Referee 2:

Relationship to applicant:

How long have you known the applicant?

Referee's place of employment and occupation/job title:

Address & Postcode:

Email address:

Telephone:

Mobile:

Would you be happy to be contacted to provide further information? (Please tick) Yes No

personal characteristics which would lend themselves to their success on a counselling course

ability to work independently, including attendance, punctuality and meeting deadlines

ability to work in a group setting

academic ability

emotional robustness

commitment to counselling training and personal growth

any other information you feel would be useful to help us make our decision

referee's **signature**

Signature _____ Date _____

Please return to the applicant who will forward this reference with his/her application.