CONFIDENTIAL

# Reference Request

You have been nominated as a referee in support of an application for an **AMI Diploma course at the Maria Montessori Institute**. We would be grateful if you would fill in the form commenting on the applicant's academic and general suitability to undertake the proposed course of study.

Please return the complete and signed Reference Request form:

* By email from a work based email address (e.g. .**ac.uk, .nhs.net** or **@montessorischool.com** etc.)
* By hard copy signed

Emails should be directed to [course@mariamontessori.org](mailto:course@mariamontessori.org)

Hard copies should be sent to Course Administrator, Maria Montessori Institute, 26 Lyndhurst Gardens, London, NW3 5NW.

If you are supplying a **professional reference** rather than an academic reference please only complete the relevant sections and comment on how the applicant’s professional experience makes them suitable for the proposed course.

|  |  |
| --- | --- |
|  | |
| **Applicant Name** | |
|  | |
| **Referee’s name** | **Signature**  *(Not required if sent from an official email address – see above)* |
|  |  |
| **Company or Institution** | |
|  | |
| **In what capacity do you know this applicant (dissertation supervisor, personal tutor, course leader, line manager etc.)?** | |
|  | |
| **How long have you known the applicant?** | |
|  | |

**Academic Referees Only**

|  |
| --- |
| Name and level of the course: |

Please tick if you strongly agree, agree, disagree, strongly disagree, NA with the statements below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | NA |
| The applicant was able to meet deadlines set by the course consistently |  |  |  |  |  |
| The applicant produced written work to a good standard |  |  |  |  |  |
| The applicant has good organisational skills |  |  |  |  |  |
| The applicant contributed effectively in discussions |  |  |  |  |  |
| The applicant collaborated and communicated well with course staff and other students |  |  |  |  |  |

Professional Referees Only

Please tick if you strongly agree, agree, disagree, strongly disagree, NA with the statement below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | NA |
| The applicant was able to meet deadlines consistently in the position held |  |  |  |  |  |
| The applicant produced written work to a good standard |  |  |  |  |  |
| The applicant has good organisational skills |  |  |  |  |  |
| The applicant contributed effectively to the work of the team |  |  |  |  |  |
| The applicant collaborated and communicated well with other staff |  |  |  |  |  |

**To be completed by both Academic and Professional Referees**

Please tick if you strongly agree, agree, disagree, strongly disagree, NA with the statement below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | NA |
| **Potential for AMI Diploma study:** I believe that the applicant has the necessary attitude and capacities to take on an intensive course of study in preparation to work with children |  |  |  |  |  |
| If disagree or strongly disagree, please state why: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | NA |
| **Ability to work with Children:** The applicant has the right disposition to work with children (answer only if you have experience of the applicant working or interacting with children) |  |  |  |  |  |
| Please provide examples if possible: | | | | | |
|  | Strongly Agree | Agree | Disagree | Strongly Disagree | NA |
| **Ability to work with Children:** The applicant has the right disposition to work with children (answer only if the applicant has no direct experience of working or interacting with children) |  |  |  |  |  |
| Please outline the qualities that makes the applicant suitable for working with children: | | | | | |

|  |
| --- |
| Please provide additional information on the applicant (this section is mandatory for both Academic and Professional Referees) |

|  |  |
| --- | --- |
| Please tick here if you **do not** consent for us to disclose the information provided in this reference, to the applicant.  If requested by the individual to release this information, we will take your consent preference into account when considering all of the circumstances and deciding if it is appropriate. |  |