

August 2009

WORK/VOLUNTEER REFEREE REPORT

INSTRUCTIONS TO APPLICANTS : All applicants must supply two (2) references to complete their application for the following programs in 2010.

- **Bachelor of Human Services and Master of Social Work**
- **Bachelor of Social Work (Advanced Standing)**

Referees should be qualified to objectively comment on your work or volunteer experience. Referees should not be related to the applicant; however, personal or family friends who have supervised an applicant in a work or voluntary role may be accepted as appropriate referees.

- **Master of Social Work – graduate entry**

Two referee reports are required; one work/volunteer reference and one academic reference.

It is your responsibility to select two appropriate referees, give the forms to them, and ensure they return the completed forms directly to : The Selection Officer, (at the relevant campus):-

Albury/Wodonga:	School of Social Work and Social Policy La Trobe University PO Box 821	Wodonga	Victoria	3689
Bendigo:	School of Social Work and Social Policy La Trobe University PO Box 199	Bendigo	Victoria	3552
Melbourne (Bundoora):	School of Social Work and Social Policy La Trobe University	Bundoora	Victoria	3086
Mildura:	School of Social Work and Social Policy La Trobe University PO Box 4095	Mildura	Victoria	3052

Name of Applicant: _____

Dear Sir/Madam

The above applicant has nominated you as a referee for the **2010 Bachelor of Human Services and Master of Social Work degree or the Bachelor of Social (Advanced Standing) degree or the Master of Social Work – graduate entry degree at La Trobe University**. We understand that you have agreed to undertake this role, and request that you complete the reference form overleaf for this applicant and return it to the relevant campus address. Please feel free to make any additional comments which you believe might be relevant for our purpose. Our normal policy is for these reports to be available for the students if they so request under the Freedom of Information Act. ***If, however, you would like your reference to be in confidence, you should mark your letter accordingly.***

For the applicant to be considered for early round offers, your report needs to be received **by WEDNESDAY, 30 SEPTEMBER, 2009**. The application cannot be considered until your reference has been received so we ask that this matter be dealt with as soon as possible. Please note that a referee must not be a relative of the applicant.

Your assistance in this matter will be very much appreciated. Thank you for your anticipated cooperation.

Yours sincerely



ASSOCIATE PROFESSOR MARGARITA FREDERICO
Head of School

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WORK/VOLUNTEER REFEREE REPORT

Application for the following programs in 2010:

- Bachelor of Human Services and Master of Social Work
- Master of Social Work – graduate entry
- Bachelor of Social Work (Advanced Standing)

NAME OF APPLICANT: _____

Please indicate the context in which you have known the applicant: _____

Name of Agency/Organisation: _____

Applicant was Employed OR Applicant was a Volunteer

Approximate length of time applicant was involved: _____

Types of tasks undertaken: _____

Your work relationship to applicant:

Supervisor Colleague Other (Please indicate): _____

<u>Please rate Applicant</u>	<u>Low</u>				<u>High</u>	<u>Unable to Comment</u>
		(please circle one)				
1. Ability to express ideas verbally:	1	2	3	4	5	-
2. Use of initiative:	1	2	3	4	5	-
3. Creativity:	1	2	3	4	5	-
4. Sense of responsibility re punctuality, task assignment and completion:	1	2	3	4	5	-
5. Ability to relate interpersonally:	1	2	3	4	5	-
6. Overall performance:	1	2	3	4	5	-
7. Career commitment or motivation for Social Work: (if applicant applying for a social work course)	1	2	3	4	5	-
8. Areas of strength:						

9 Areas where development is needed:

10. Additional Comments:

Name of Referee: _____

Position Title: _____ **Phone:** _____

Signature: _____ **Date:** _____