

## Referee Form – Head Teaching Staff

Thank you for providing a reference as this is a crucial aspect of our appointments process.  
Please note that **late referee forms will not be accepted.**

Emailed applications are preferred – please submit these to: [vacancies@ruahinekindergartens.org.nz](mailto:vacancies@ruahinekindergartens.org.nz)  
or post to: Ruahine Kindergartens, 26 Taonui Street, Palmerston North 4410

**Note to Applicants:** If forwarding a hard copy of this form to your referee, please include a copy of the selection criteria and attributes relevant to the position and advise the closing date of the vacancy.

**Note to Referees:** Your name has been provided by the Applicant below as a person able to comment on the Applicant's qualities as a teacher. The information you supply will be used solely for the purposes of determining the Applicant's suitability in relation to other applicants for the position below and will remain confidential to those persons directly involved in the appointments process. This report will not be disclosed to the Applicant unless your prior consent has been given. Please indicate below whether you give consent to disclose any information contained within this report to the Applicant.

- I give consent to disclose this report to the Applicant  
 I do not give consent to disclose this report to the Applicant

**The remainder of this form is to be completed by the Referee**

Referee Details

Name of Applicant:

Position applied for:

Name of Referee:

Organisation:

Position:

Contact phone number:

Email:

Reference

In what capacity do you know the Applicant?

Position held by the Applicant:

How long was the Applicant in this position?

Did the Applicant report directly to you?  Yes  No

Please briefly describe the duties and responsibilities of this Applicant:

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What would you say are the Applicant's areas of teaching excellence:

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What are the most notable qualities this teacher demonstrates when interacting with children?

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Please describe some of the innovative practices that you have seen the Applicant engage in or lead:

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Please describe some of the te-tiriti based practices you have seen the Applicant engaged in or lead:

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How would you evaluate their overall performance as compared to others who have held the same or similar positions – why?

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How well did the Applicant interact with colleagues?

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How well did the Applicant interact with families and the community?

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In a disagreement or conflict situation, how would you expect the Applicant to respond?

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What administrative and organisational activities was the Applicant involved in on a regular basis?

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How would you describe the Applicant's work habits e.g. organisation skills, time management, prioritising, meeting deadlines, initiative taking etc.,

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How would you describe the Applicant's ability to give and receive direction/instruction?

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Please describe the Applicant's management style:

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Please tell us about the Applicant's experience of managing budgets:

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Please tell us about the Applicant's experience and success in managing enrolment and attendance:

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Please tell us about any marketing or promotional activities the Applicant has been involved in and how successful were they?

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How competent would you say the Applicant is in terms of utilising ICT as a management tool?

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Please describe how the Applicant motivates and supports others in their continuous professional development and contributes to an open and reflective professional culture?

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How does the Applicant articulate their philosophy to team members and the wider community?

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What experience has the Applicant had in monitoring, reporting and compliance activities?

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Considering the selection criteria and attributes provided, please provide your opinion on the Applicant's suitability for the position:

In what areas of practice could the Applicant further develop?

Please comment on any personal attributes of the Applicant which you consider relevant:

Was there ever any reason to question the Applicant's honesty or integrity and if so, what?

What was the Applicant's reason for leaving the position?

Would you employ the Applicant again? Why/why not?

I certify to the best of my knowledge that the information contained in this report is a factual representation of the Applicant and his/her abilities:

Your name:

Your signature:

Date:

Declaration