



**Confidential Reference Form for Admission to UNBC's Bachelor of Education Program**

**Section A: To be completed by Applicant**

Name of Applicant: \_\_\_\_\_ UNBC Student Number (if applicable): \_\_\_\_\_

Program applied for:

Elementary (K-7) Prince George Campus

Secondary (8-12) Prince George Campus

**Section B: To be completed by Referee**

The above individual has applied for admission to UNBC's Bachelor of Education Program. As part of the admission process, applicants must seek the recommendations of those who have observed their work with children and youth. Referees cannot be family members. Thank you for providing responses to the following questions to assist us in our evaluation of this application.

What is your relationship to the applicant? How long have you known the applicant?

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Please circle the number (1 low; 9 high) you think that best describes this applicant.

CHARACTERISTICS	DEVELOPING			BASIC			PROFICIENT			Have not Observed
	The applicant sometimes demonstrates qualities that could lead to successful teaching.			The applicant often demonstrates the qualities necessary to become a good teacher.			The applicant consistently demonstrates the qualities of a very good teacher.			
Dependable and reliable	1	2	3	4	5	6	7	8	9	
Interacts effectively with children	1	2	3	4	5	6	7	8	9	
Interacts effectively with adults	1	2	3	4	5	6	7	8	9	
Ability to receive feedback and respond to suggestions	1	2	3	4	5	6	7	8	9	
Ability to solve problems	1	2	3	4	5	6	7	8	9	
Flexibility – ability to adapt to changed circumstances and/or cope with stressful situations	1	2	3	4	5	6	7	8	9	
Communication – written communication is clear and concise	1	2	3	4	5	6	7	8	9	

CHARACTERISTICS	DEVELOPING			BASIC			PROFICIENT			Have not Observed
	The applicant sometimes demonstrates qualities that could lead to successful teaching.			The applicant often demonstrates the qualities necessary to become a good teacher.			The applicant consistently demonstrates the qualities of a very good teacher.			
Communication – oral communication is clear and concise	1	2	3	4	5	6	7	8	9	
Self-concept – confident, motivated, takes initiative	1	2	3	4	5	6	7	8	9	
Commitment – energy and willingness to work through difficult tasks	1	2	3	4	5	6	7	8	9	

Overall, is this applicant a suitable candidate for the teaching profession?

Please circle a number:

Not at all Suited	Likely Not Suited	Suited with Reservations	Possibly Suited	Suited	Highly Suited
1	2	3	4	5	6

Please comment on the applicant's strengths and weaknesses (if any) as a candidate for our program.

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Please comment or elaborate on any areas where you have concerns about the applicant's suitability for the teaching profession.

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Thank you for taking the time to complete this form.

Name of Referee: _____
Email Address: _____
Signature of Referee: _____
Telephone: (day) _____ (evening) _____
Organization: _____ Position: _____

Please return this completed recommendation to the applicant in a signed sealed envelope or if requested, please forward it directly to the Registrar's Office, University of Northern British Columbia, 3333 University Way, Prince George BC V2N 4Z9.

*It is the policy of the University to treat the reports of reference, which it receives, as confidential. It can, however, be required under Freedom of Information legislation to disclose the substance of any report of reference but only where that can be done without disclosing the identity of the writer. However, in rare cases, the University may be required by a court to disclose the reference in its entirety to parties to litigation.*